

CITY COUNCIL

Meeting Agenda

REGULAR MEETING
HYBRID MEETING

MONDAY, JUNE 26, 2023
7 pm

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link, on Facebook and on the BCTV MAC Channel 99

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RULES FOR PUBLIC PARTICIPATION AT COUNCIL MEETINGS

Public comment at all meetings of the City Council of the City of Reading shall be governed by the following:

- Residents and/or taxpayers of the City who wish to make or submit public comment must pre-register utilizing one of three (3) following options:
 1. By calling (610-655-6205) or emailing (council@readingpa.gov) the City Clerk's Office by 4 pm on the day of the meeting with your name, address and the subject matter or topic to be discussed. If you are not able to attend in-person, instructions to access the virtual meeting app or dial-in telephone number will be provided.
 2. By submitting written public comment to be read into the record at the meeting by submitting an email to council@readingpa.gov by 4pm on the day of the meeting. The email message must clearly be marked as Public Comment.
 3. By registering in-person at the Council Chambers on the sign-up sheet found on the podium in Council Chambers between 5:00 p.m. and 7:00 p.m. on the day of the scheduled meeting, with your name, address and the subject matter or topic to be discussed.
- No person shall be permitted to speak who is not a resident or taxpayer of the City, except upon permission of the President of Council or a majority of City Council.
- Public comment will occur only during the Public Comment period listed on the meeting agenda at which time the Presiding Officer will recognize speakers and written comment that properly registered in the order received.
- All public comment shall be delivered from the podium and speakers may not approach the Council tables at any time.
- Those individuals registered to speak on agenda matters will be allotted no more than 5 minutes and those individuals registered to speak on non-agenda matters will be allotted no more than 3

minutes. The City Clerk will control a timer to monitor these time periods. When the alarm rings, a speaker must immediately end their comment. If a speaker refuses to comply, the microphone at the podium will be turned off and the next speaker will be given the floor. These time periods also apply to written comments that are being read into the record such that any written comment may only be read into the record for a 5-minute period for agenda items and a 3-minute period for non-agenda items. The President of Council or a majority of Council may grant an additional period of time in their discretion.

- If anyone is present in a group or association, each such group should designate a spokesperson to address the City Council on the group's collective behalf in order to avoid repetitive public comments.
- Comments posted in Zoom Chat and on Facebook are not considered public comment and will not be read into the record of the meeting or addressed by City Council.

1. OPENING MATTERS

A. CALL TO ORDER

B. INVOCATION: Pastor Isabelle Pena, Respiro y Liberacion

C. PLEDGE TO THE FLAG

D. ROLL CALL

E. EXECUTIVE SESSIONS: An Executive Session was held after the conclusion of the preceding COW on litigation

2. PROCLAMATIONS AND PRESENTATIONS

3. PUBLIC COMMENT - AGENDA MATTERS:

- Those individuals registered to speak on agenda matters will be allotted no more than 5 minutes and those individuals registered to speak on non-agenda matters will be allotted no more than 3 minutes. The City Clerk will control a timer to monitor these time periods. When the alarm rings, a speaker must immediately end their comment. If a speaker refuses to comply, the microphone at the podium will be turned off and the next speaker will be given the floor. These time periods also apply to written comments that are being read into the record such that any written comment may only be read into the record for a 5-minute period for agenda items and a 3-minute period for non-agenda items. The President of Council or a majority of Council may grant an additional period of time in their discretion.
- All public comment must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Public comment is an opportunity to make a statement only. It is not designed for questioning and there is no guarantee or requirement for a question presented during public comment to be answered or responded to.
- Each speaker shall speak clearly and slowly.
- No speaker shall register or speak more than once at a meeting.
- A speaker shall not comment in a manner that is disruptive, scandalous, impertinent, redundant, rude, unruly, personally offensive, irrelevant to the registered topic, done for the purpose of preventing the conduct of the business of the meeting or promotion of candidates at an upcoming election, or otherwise in disregard to the rules of order or decorum. Any such comment will not be accepted or included in the record.
- In the event that a speaker or written comment violates any of these rules, that speaker or written comment will be deemed to have forfeited their right to public comment and the President of

Council or a majority of City Council may direct the City Clerk to turn off the microphone or cease reading the comment into the record, have the individual removed from Council Chambers and/or cited.

- All persons in attendance are expected to conduct themselves in a responsible and respectful manner that does not disrupt the meeting. Clapping, calling out, cheering or interrupting speakers or the discussions of City Council during or after a public comment is not permitted. Those wishing to have conversations should do so in the hall outside Council Chambers in a low speaking voice.

4. APPROVAL OF AGENDA & MINUTES

A. AGENDA: Meeting of June 26, 2023

B. MINUTES: The minutes from the June 12th Regular Meeting and the summations of discussion from the June 12th and 20th COW meeting.

5. Consent Agenda Legislation

The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclamation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.

A. Resolution – authorizing the submission of an application for a DCED Strategic Management Planning Program Grant to assist in the development, adoption and implementation of a Multi-Year Financial Management Plan, provide quarterly financial reporting and cost analysis of collective bargaining agreements of up to \$68,000 with a local match in the amount of \$20,400

B. Resolution – authorizing conditional offers of employment for the hiring of the following as probationary patrol officers effective July 10, 2023 - Brian Bakovic Garcia, Jason Brown, Trent Garlin, Dylan Humlhanz and Nicholas Morgan

C. Resolution – authorizing the purchase of a Bomb Squad response vehicle for the Police Department from LDV Custom Specialty Vehicles, Burlington, Wisconsin, in the amount of \$511,607.00.

6. ORDINANCES FOR FINAL PASSAGE

A. Bill No. 56-2023 – authorizing the opening and development of the 900 block of Lincoln Street, revising the curb alignments of River Road, Spring Street and Schuylkill Avenue, and providing related traffic pattern changes in the Reading as depicted on the “River Road Extension Project” drawings, as per City Code Section 576-102, 576-207 and 576-209 ***Introduced at the May 22nd regular meeting, Advertised on June 5, June 12 & June 17th; Eligible for enactment on June 26th***

B. Bill 51-2023 – amending the City of Reading City Code Section 496- 101 Definitions and 496-104 Screening All Dumpsters and Trash Receptacles by increasing the allowable size of the

screening to no higher than six (6) feet in height, unless a higher structure is required to adequately screen the dumpster ***Introduced at the May 22 regular meeting; Tabled at the 6-12-23 regular meeting***

C. Bill 53-2023 – amending the City Code Section 576-403, Parking Prohibited in Specific Areas and 576-416 Notice of Violation, Waiver, Part C regarding the use of parking stalls – requiring the approval of a Council resolution to determine the location of the stalls and retain the \$25 fine with a warning prior to the issuance of the first fine. ***Introduced at the May 22 regular meeting; Amended and tabled at the 6-12-23 regular meeting***

D. Bill 55-2023 – authorizing the allocation of \$500,000 in ARPA funding to the Reading Redevelopment Authority (RRA) for the acquisition, remediation, and disposition of blighted properties within the city. The RRA has a plan to address blighted properties through a plan devised to acquire blighted properties and take action to either have them rehabilitated or demolished. RRA will acquire, stabilize, maintain, and dispose of these properties with an annual goal of 50 per year as funding allows. ***Introduced at the May 22 regular meeting; Tabled at the 6-12-23 regular meeting pending presentation from RRA***

E. Bill No. 57-2023 – amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission’s function, as attached. ***Introduced at the June 12 regular meeting***

F. Bill No. 58-2023 – authorizing the transfer of \$10,000 in the Agency fund for the purchase of a fire safety module to be shown to the community and schools used by the Fire Marshal’s Office. A grant in the amount of \$10,000 was received from the Hartford Insurance Company for fire safety education efforts and programming. ***Introduced at the June 12 regular meeting***

G. Bill No. 59-2023 – authorizing the amendment of the Water Fund and General Fund budgets due to the approval of the RAWA Lease Amendment containing a 2% revenue increase to the Water Fund Lease Payment revenue and Water Fund bank expense fees in the amount of \$225,000 ***Introduced at the June 12 regular meeting***

H. Bill No. 60-2023 – authorizing the amendment of the Water Fund and Capital Improvement Fund budgets, by decreasing the Water Fund additional lease revenue from \$580,000 to \$500,000 and amending the Capital Improvement fund by decreasing the transfer from Water Fund unrestricted revenue by \$80,000 and increasing the transfer from fund balance by \$80,000 ***Introduced at the June 12 regular meeting***

I. Bill No. 61-2023 – authorizing the amendment of the General Fund budget to correct the Transfer from Water Fund by decreasing the amount transferred by \$580,000 ***Introduced at the June 12 regular meeting***

J. Bill No. 62-2023 – authorizing the sale of 1 Berkshire Place commonly referred to as the “50 Acres” or “the Dana Site” to Newcold USA RE Holding, LLC. in an amount up to \$4.5M ***Introduced at the June 12 regular meeting***

K. Bill No. 63-2023 – amending the City Code, Chapter 212 Fee Schedule, Part 106 Building Code creating an optional waiver or reduction of fees for local government construction projects. *Introduced at the June 12 regular meeting*

L. Bill No. 64-2023 – authorizing a referendum question on the 2023 General Election Ballot: Shall Section 606(a) of the Reading Home Rule Charter be amended to eliminate the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania and instead create a requirement that the City designate an employee in its public works department who is a professional civil engineer registered in Pennsylvania licensed engineer to be the City Engineer?" *Introduced at the June 12 regular meeting*

M. Bill No. 65-2023 – authorizing the execution of a sales agreement in the amount of \$20,000 for the sale of property owned by the City, adjacent to the Berks County Regional Airport to the adjoining property owner, Colin Wyatt *Introduced at the June 12 regular meeting*

N. Bill No. 66-2023 – authorizing the amendment of the 2023 Position Ordinance by converting 2 part-time Downtown Ambassador positions to 2 full-time Downtown Ambassador positions for a total of four (4) full-time Downtown Ambassadors and 2 part-time Downtown Ambassadors. The full-time employees will be paid a rate of \$20.87 per hour for a total of \$41,600 per employee per year. The part-time employees will be paid a rate of \$15 per hour at 28 hours per work for a total of \$21,840 per employee per year. *Introduced at the June 12 regular meeting*

7. INTRODUCTION OF NEW ORDINANCES

A. Ordinance – approving the Lease Agreement with the Reading Parking Authority, to manage a parking lot at 213 South 11th Street for residents and visitors for a term of one (1) year, automatically renewable unless either party provides 90 day notice, as attached in Exhibit A.

8. RESOLUTIONS

Pending – define initiatives prior to adoption

Resolution 45-2023 – adopting and committing to the implementation of the Downtown Plus Strategic Master Plan as a guideline for the specified Downtown core areas described in the plan. *Tabled at the April 10th regular meeting*

A. Resolution – adopting the attached policy for inclusion in the City Council Handbook to govern the use of allotted City funding, approved in the annual budget and located within the City Council Community Promotions Budget line item for annual Council District events.

9. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

Board of Health – Dr. John Dethoff

10. COUNCIL REPORT

11. ADMINISTRATIVE REPORT

Attached

12. REPORT FROM OFFICE OF THE AUDITOR

Attached

13. COUNCIL MEETING SCHEDULE

Monday, June 26

Committee of the Whole – Council Chambers - 5 pm

Regular Meeting – Council Chambers - 7 pm

Monday, July 3

Nominations Committee – 3rd Floor Conf Rm - 4 pm

Strategic Planning Committee – Council Chambers – 5 pm

****Tuesday, July 4**

City Hall closed – Independence Day holiday

Thursday, July 6

Update Youth Violence Prevention – Council Chambers – 5 pm

Monday, July 10

Committee of the Whole – Council Chambers - 5 pm

Regular Meeting – Council Chambers - 7 pm

Monday, July 17

City Council Office closed

Tuesday, July 18

Nominations & Appointments Committee – Penn Room – 4 pm

Finance Committee – Council Chambers – 5 pm

Standards of Living Committee – Penn Room – 5 pm

Monday, July 24

Committee of the Whole – Council Chambers - 5 pm

Regular Meeting – Council Chambers - 7 pm

15. ADJOURN

**City of Reading City Council
Regular Meeting
June 12, 2023**

Council President Reed called the meeting to order.

The invocation was given by Pastor Jose Medina, El Kairos Methodist Church.

All present pledged to the flag.

There was an executive session held at the conclusion of the June 12th COW regarding the conditional use decision for 138 S 8th St., personnel and litigation.

ATTENDANCE

Council President Reed
Councilor Daubert, District 1
Councilor Goodman-Hinnershitz, District 2
Councilor Ventura, District 3
Councilor Butler, District 4
Councilor Miller, District 6
Council Solicitor M. Gombar
City Clerk L. Kelleher
Finance Director J. Kelly
City Solicitor F. Lachat
Auditor M. Rodriguez

PROCLAMATIONS AND PRESENTATIONS

None

PUBLIC COMMENT

Council President Reed asked President Pro Tem Daubert to conduct the Public Comment period.

Councilor Daubert stated that there are two (2) citizens registered to address Council on agenda matters, two (2) citizens for general matters and one written submission on agenda matters. He read the public comment rules adopted by ordinance in the City Code Section 5-209.

John Miller, of Trooper Rd., was not present or connected virtually.

Carol Riley, no address provided, updated Council about the ongoing problems with her apartment and the conditions at the property and the landlord.

Shaykayarira Del Rio-Gonzalez, of Linden St., described the bullying experienced by her sons during the school day and the problems that this behavior created. She described her difficulties getting assistance from the police and from the Reading School District.

Evelyn Morrison, no address provided, expressed concern with the proposed Redevelopment ordinances as the current sitting members have a vested interest in the which creates a conflict of interest. She expressed the belief that the Redevelopment Authority lacks an interest in developing the City's housing stock. She stated that the people will block any attempt the Redevelopment Authority attempts to acquire property by eminent domain. She expressed the belief that the City needs to develop a different mindset to address violence and that the Reading School District should offer students courses in fire arms safety. She invited everyone to United Missionaries of Reading Vicinity events planned for the Washington Presbyterian Church on June 27-29.

Councilor Butler read written public comment submitted by **George Stuck, owner of Alloy Fabrication,** regarding the need for the screening of the dumpster located at his business at 1700 N 10th Street, noting the need for an accommodation. The full text is copied in at the end of this document.

APPROVAL OF THE AGENDA & MINUTES

Council President Reed called Council's attention to the agenda for this meeting, including the legislation listed under the Consent Agenda heading and the minutes from the May 22nd regular meeting and the May 22nd and June 5th COWs.

The agenda for this meeting, including the Consent Agenda legislation, the minutes from the May 22nd Regular Meeting of Council and the summations listed were approved by acclimation.

Councilor Daubert moved, seconded by Councilor Ventura, to remove Consent Agenda item B regarding the purchase of a sign from Signature Sign, for separate consideration under the Resolution heading and to add an Ordinance for Introduction regarding an amendment to the Position Ordinance for Downtown Ambassadors.

The motion was approved by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6
Nays: None - 0

Consent Agenda

The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclimation when the meeting agenda is approved. The

President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.

A. Award of Contract – approval of a Co-Stars purchase from the Breneman Company in the amount of \$62,500 from the CIP Budget for the refurbishment of city courts as listed below.

- Brookline Park- 1 Basketball and 1 Pickle ball court,
- Barbey's Park- 1 Basketball Court,
- Neversink Playground- 1 Basketball and 1 Pickle ball court,
- Northmont Playground- 1 Basketball and 1 Volleyball court, EJ Dives- 2 Basketball courts,
- 11th and Pike Playground- re-lining of Futsal and Basketball courts.

Relocated to the Resolution Heading

B. Award of Contract – for the Co-Stars purchase from Signature Sign Inc Reading, PA in the amount of \$49,470 for the production of the 800 Penn St Courtyard "Reading" sign

C. Resolution 65-2023 – authorizing the Public Works Department to enter into a one-year renewal of the Intergovernmental Cooperation Agreement between the City and the Reading School District for the collection of recyclable materials at each of the District's facilities. This renewal for the 2023-2024 academic year will be a cost to the District of \$60,318.68

ORDINANCES FOR FINAL PASSAGE

Pending – Required 28 day layover and advertising requirements

Ordinance – authorizing the opening and development of the 900 block of Lincoln Street, revising the curb alignments of River Road, Spring Street and Schuylkill Avenue, and providing related traffic pattern changes in the Reading as depicted on the "River Road Extension Project" drawings, as per City Code Section 576-102, 576-207 and 576-209 Introduced at the **May 22nd regular meeting, Advertised on June 5, June 12 & June 17th; Eligible for enactment on June 26th**

A. Bill 51-2023 – amending the City of Reading City Code Section 496- 101 Definitions and 496-104 Screening All Dumpsters and Trash Receptacles by increasing the allowable size of the screening to no higher than six (6) feet in height, unless a higher structure is required to adequately screen the dumpster

Councilor Butler moved, seconded by Councilor Daubert, to table Bill No. 51-2023.

Bill No. 51-2023 was tabled by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6
Nays: None - 0

B. Bill 52-2023 – amending the City Council budget by adding \$35,000 for District Events to the Community Promotions line item.

Councilor Goodman-Hinnershitz moved, seconded by Councilor Daubert, to enact Bill No. 52-2023.

Council Daubert moved, seconded by Councilor Goodman-Hinnershitz, to amend Bill 52-2023 by adding language to place a moratorium on the use of this funding until City Council adopts a policy on all regulations and restrictions that will apply to Council events.

Councilor Daubert stated that he cannot support this type of funding without a policy that places parameters on how this funding can be used.

Councilor Miller agreed with the need to create parameters on the use of this funding, noting that most of event funding should come from sponsors or in-kind donations. He described the expansion of the block party in the 2nd and Buttonwood area and the expenses associated with that expansion.

Council President Reed agreed and noted the need for Reading to be financially conservative to prevent future financial distress.

Councilor Goodman-Hinnershitz also agreed with the need for parameters for the use of this funding.

The amendment to Bill No. 52-2023 was adopted by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None – 0

Councilor Miller noted the importance of organizing neighborhood events and the need to get neighbors reconnected on the heels of COVID hibernation.

Bill No. 52-2023, as amended, was enacted by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None - 0

C. Bill 53-2023 – amending the City Code Section 576-403, Parking Prohibited in Specific Areas and 576-416 Notice of Violation, Waiver, Part C both regarding the use of parking stalls

Councilor Butler moved, seconded by Councilor Ventura, to enact Bill No. 53-2023.

Councilor Butler moved, seconded by Councilor Ventura, to amend Bill No. 53-2023 to require City Council to adopt resolutions to select the locations for the installation of new

parking stalls and retaining the current fine rate of \$25, with a warning issued for the first offense.

The amendment to Bill No. 53-2023 was adopted by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None - 0

Councilor Ventura inquired if the Parking Authority has the capability to issue warnings prior to fines.

Councilor Goodman-Hinnershitz suggested checking with the Parking Authority prior to approving the requirement to issue a warning prior to a fine.

Councilor Daubert moved, seconded by Councilor Goodman-Hinnershitz, to table Bill No. 53-2023.

Bill No. 53-2023 was tabled by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None - 0

D. Bill 54-2023 – authorizing the purchase of 301 S. 3rd Street from the Reading Redevelopment Authority (RRA) for use by the Reading Recreation Commission. The purchase price is \$150,000 from ARPA funding

Councilor Miller moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 54-2023.

Councilor Butler questioned if alternative funding sources are available. The finance director stated that the administration prefers the use of ARPA for this purchase as this funding must be used prior to the end of 2026. He added that the administration is recommending the use of ARPA for capital needs due to the 2026 deadline and noted that the loss of the Commuter Tax has created a 50% decrease in the amount of annual capital funding available.

Councilor Miller stated that at the COW prior to the start of this meeting, all present agreed to look for alternative sources of funding for the rehab of the property, prior to the commitment of ARPA funding.

The finance director agreed to explore alternative funding sources, including grants, prior to the rehabilitation of the building.

Bill No. 54-2023 was enacted by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None - 0

E. Bill 55-2023 – authorizing the allocation of \$500,000 in ARPA funding to the Reading Redevelopment Authority (RRA) for the acquisition, remediation, and disposition of blighted properties within the city. The RRA has a plan to address blighted properties through a plan devised to acquire blighted properties and take action to either have them rehabilitated or demolished. RRA will acquire, stabilize, maintain, and dispose of these properties with an annual goal of 50 per year as funding allows.

Councilor Ventura moved, seconded by Councilor Daubert, to table Bill No. 55-2023.

Bill No. 55-2023 was tabled by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None - 0

INTRODUCTION OF NEW ORDINANCES

Councilor Butler read the following ordinances into the record:

A. Ordinance – amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission's function, as attached.

B. Ordinance – authorizing the transfer of \$10,000 in the Agency fund for the purchase of a fire safety module to be shown to the community and schools used by the Fire Marshal's Office. A grant in the amount of \$10,000 was received from the Hartford Insurance Company for fire safety education efforts and programming.

C. Ordinance – authorizing the amendment of the Water Fund and General Fund budgets due to the approval of the RAWA Lease Amendment containing a 2% revenue increase to the Water Fund Lease Payment revenue and Water Fund bank expense fees in the amount of \$225,000

D. Ordinance – authorizing the amendment of the Water Fund and Capital Improvement Fund budgets, by decreasing the Water Fund additional lease revenue from \$580,000 to \$500,000 and amending the Capital Improvement fund by decreasing the transfer from Water Fund unrestricted revenue by \$80,000 and increasing the transfer from fund balance by \$80,000

E. Ordinance – authorizing the amendment of the General Fund budget to correct the Transfer from Water Fund by decreasing the amount transferred by \$580,000

F. Ordinance – authorizing the sale of 1 Berkshire Place commonly referred to as the “50 Acres” or “the Dana Site” to Newcold USA RE Holding, LLC. in an amount up to \$4.5M

G. Ordinance – amending the City Code, Chapter 212 Fee Schedule, Part 106 Building Code creating an optional waiver or reduction of fees for local government construction projects.

H. Ordinance – authorizing a referendum question on the 2023 General Election Ballot: Shall Section 606(a) of the Reading Home Rule Charter be amended to eliminate the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania and instead create a requirement that the City designate an employee in its public works department who is a professional civil engineer registered in Pennsylvania licensed engineer to be the City Engineer?”

I. Ordinance – authorizing the execution of a sales agreement in the amount of \$20,000 for the sale of property owned by the City, adjacent to the Berks County Regional Airport to the adjoining property owner, Colin Wyatt

J. Ordinance – authorizing the amendment of the 2023 Position Ordinance by converting 2 part-time Downtown Ambassador positions to 2 full-time Downtown Ambassador positions for a total of four (4) full-time Downtown Ambassadors and 2 part-time Downtown Ambassadors. The full-time employees will be paid a rate of \$20.87 per hour for a total of \$41,600 per employee per year. The part-time employees will be paid a rate of \$15 per hour at 28 hours per work for a total of \$21,840 per employee per year.

RESOLUTIONS

Pending – define initiatives to move forward

Resolution 45-2023 – adopting and committing to the implementation of the Downtown Plus Strategic Master Plan as a guideline for the specified Downtown core areas described in the plan.
Tabled at the April 10th regular meeting

A. Resolution 66-2023 – adopting the Parks and Recreation Plan 2019 – 2028 and directing the administration to develop a timeline that will schedule the implementation of the goals, policies and strategies aimed at strengthening and improving parks and recreation opportunities

Councilor Goodman-Hinnershitz moved, seconded by Councilor Ventura, to adopt Resolution No. 66-2023.

Councilor Goodman-Hinnershitz stated that the adoption of the Park and Rec Plan is critical to the receipt of grant funding for park and recreation improvement projects.

Resolution 66-2023 was adopted by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6
Nays: None - 0

B. Resolution 67-2023 – approving or denying the Conditional Use application for 138 S 8th Street to add 3 units to the existing 3-unit rental property

Councilor Ventura moved, seconded by Councilor Daubert, to approve the Conditional Use application for 138 S 8th Street.

Councilor Daubert stated that although this project will increase the number of units in this property, he can support the approval due to the size of the property and because the property owner owns two adjoining parking lots to serve the off-street parking needs for the building and its tenants.

Councilor Miller stated that he had mixed feelings about the expansion of the units at this property; however, the large size of the building no longer makes it conducive to single family use and there is available off-street parking for the building, which is unusual. He stated that while he does not generally support the conversion of properties, he does support this application.

Councilor Daubert agreed with Councilor Miller's statement.

Council President Reed stated that due to the density in this area, she cannot support the addition of units at this property. She noted her preference for the deconversion of multi-unit properties. She stated that while she did not attend the hearing, she did read all the meeting materials and she expressed the belief that the 11 off-street parking spaces are insufficient to serve this property as there will be six (6) units that could have 2-3 vehicles per unit.

Councilor Goodman-Hinnershitz agreed with the remarks made by Council President Reed and stated that she will not support the approval of this application.

Resolution 67-2023 was adopted by the following vote:

Yeas: Butler, Daubert, Miller, Ventura - 4

Nays: Goodman-Hinnershitz, Reed, President - 2

Relocated from the Consent Agenda

B. Award of Contract – for the Co-Stars purchase from Signature Sign Inc Reading, PA in the amount of \$49,470 for the production of the 800 Penn St Courtyard "Reading" sign

Councilor Daubert moved, seconded by Councilor Goodman-Hinnershitz, to award the contract to Signature Signs as recommended.

Councilor Butler moved to table the Award of Contract.

Prior to a second to Councilor Butler's motion to table, Councilor Ventura questioned why there was a man standing next to the mockup of the design emailed to Council. The finance director stated the design was provided in that format to show scaling for the proposed sign.

Councilor Butler withdrew the motion to table.

Councilor Goodman-Hinnershitz noted the importance of innovative signs as a municipal identifier.

The finance director explained that this location was selected in hope that it would draw people from the 700 block of Penn Street north of 8th Street.

Mr. Miller noted the importance of having features that will uplift the City.

The award of contract to Signature Signs was approved by the following vote:

Yeas: Butler, Daubert, Goodman-Hinnershitz, Miller, Ventura, Reed, President - 6

Nays: None - 0

REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

Wayne Bealer, Planning Commission Chair, distributed a written report covering the Commission's 2022 activities. He stated that the Commission approved 36 plans and reviewed 43 plans which is double the work of prior years. He highlighted the types of plans approved for housing, new businesses, off-street parking lots, student housing for Alvernia and Albright and a school building for the Reading School District. He noted that the Commission continues its work on a zoning and SALDO amendments.

Mr. Bealer introduced City Planner Brandy Davis who is staff to the Planning Commission. He described the work to streamline the process to record approved plans with the County Recorder of Deeds.

Councilor Ventura questioned Mr. Bealer's reference to the "Penn Square Building". Mr. Bealer stated that he was referring to the former Santander building at 601 Penn Street, on the northeast corner of 6th and Penn Streets.

Councilor Ventura questioned why Mr. Bealer stated that the building will be used for Alvernia student housing, when there was no testimony about that during the recent zoning hearing for this property. Mr. Bealer stated that when the Commission reviewed the sketch plan for this building, the proposed use was for student housing and a kitchen/cafeteria for Alvernia.

Councilor Goodman-Hinnershitz questioned the inconsistency in presentations made to the Planning Commission and the Zoning Hearing Board.

Councilor Daubert questioned why the use of the building was revised after the Planning Commission reviewed the sketch plan.

Mr. Bealer stated that he cannot answer that question and he noted that the Planning Commission observed on the sketch plan that the square footage requirements of all residential units are less than that required by the zoning ordinance. He noted that the Planning Commission made square footage requirements in the zoning ordinance so units will provide reasonable living spaces.

Councilor Goodman-Hinnershitz noted the receipt of the letter from the Homeless Coalition in support of transitional housing for the homeless at this property.

Mr. Bealer noted the diligent work of the Commission and their ability to ask the hard questions.

Councilor Goodman-Hinnershitz thanked Mr. Bealer and the Commission for the hard work they do to move the City forward.

COUNCIL REPORT

Councilor Goodman-Hinnershitz described the successful community meeting about the future of Bernhart's Park at the Chabad located on Hampden Blvd. She noted the need for Council to adopt a resolution authorizing the removal of the dam. The finance director stated that the administration is not ready to move forward with the resolution at this time.

Councilor Butler described his meeting with the Youth Commission and their desire to amend the Youth Commission ordinance to expand the age range eligibility from 23 to 25 due to the life experiences members will bring to the Commission. He noted that the amendment slightly revises their function to match needs the group has identified since the Commission's formation. He described his participation at an event at Zion Baptist Church where awards were presented to school children. He also described some of the upcoming Juneteenth events.

Councilor Miller agreed about the productivity of the community meeting on Bernhart's Park at the Chabad. He noted his attendance at the 9th and Douglass meeting regarding the new STEM School for the Reading School District. He described the uplifting experience at the "Bring the Change" event at Centro Hispano. He announced the remaining Juneteenth events.

Council President Reed wished all a Happy Pride Month.

ADMINISTRATIVE REPORT

The finance director highlighted the report distributed electronically and attached to the agenda (see below).

TO: City Council

FROM: William M. Heim, Managing Director

PREPARED BY: Kenya S. Edmonds, Special Assistant

MEETING DATE: June 07, 2023

AGENDA MEMO DATE: June 12, 2023

COMMUNITY DEVELOPMENT:

The Community Development Department has the following updates for the period starting May 15th through May 26th.

ACCOMPLISHMENTS

The following tasks completed through various divisions in Community Development:

- ○ Community Development commenced developing City's Consolidated Plan and Equity Plan for federal fiscal years (FFY) 2024 to 2028. The HUD funded plan is mandate to obtain the views and comments of individuals and organizations as to the housing and community development needs of the City, including fair housing; review past program performance; and obtain views and comments related to the draft Citizen Participation.
- ○ Included in developing this report three meetings where held:

- 1) Tuesday May 16, 5 to 7 p.m. City Hall, 815 Washington Street, 2nd Floor, City Council Chambers, Reading.
- 2) Wednesday, May 24, 2 to 4 p.m., Keffer Park Field House, 301 Exeter Street, Reading.
- 3) Wednesday, May 24, 5 to 7 p.m., Schlegel Park Field House, 100 E. Wyomissing Blvd., Reading.

*A list of the organizations that attended meetings is available upon request.

- ○ HOME ARP is finalizing draft applications to qualified agencies with the intent to start receiving, qualifying, and approving agencies for developing and maintaining non-congregate shelters, affordable housing, and single room occupancy (SRO). It is anticipated the completion of the application shortly after the approval of pending change order No. 2 in the amount of \$25,000.
- ○ Monitoring funds for CDBG-CV allocated to assist in reducing homelessness by paying delinquent rent and utility invoice, remaining fund exceeds \$1.0 million. In order to utilize existing funds prior to expiration/termination of specific CDBG-CV line of credit in 2025. Currently, CD is reviewing requests to appropriate funds assisting partially renovating HVAC at the fire museum.
- ○ Property Maintenance interviewed four (4) candidates that are qualified for the open positions of Property Maintenance Inspector. Expected start time, June 16.
- ○ Building and Trade Mechanical Inspector Mr. John Stine resigned his position effective June 2. Building and Trade, with Stine's recent resignation, has two (2) vacancies to fill. An alternate approach is to retain the services of an outside firm for Plan reviews which would subsequently alleviate review time.
- ○ Energov training for CD staff train the trainer phase requires dedication of most staff time. A plan was set in place and shared with Project Manager in anticipation to go live June 7. However, the date has since changed to August 11. The change in the start date causes conflicts with previous staff trainings, which could potentially cause a delay in daily tasks and would reflect on the progress made in Zoning and PMI.
- ○ Property Maintenance division, completed two-hundred and thirty-one (231) quality of life inspections/citation, scheduled two-hundred and twenty-four (224) health, fire and safety inspections, seven-hundred and eleven (711) residential inspections for 2-years or property transfer, five (5) court appearances and issued fourteen (14) notices of violations.

- ○ Building and Trade received fifty-one (51) permit applications, seven (7) sets of full plans (architectural, MEP), completed the review of fourteen (14) plan reviews, approved six (6) plans, issued fifty-five (55) building permits for various contraction tasks, and approved five (5) cases of utility restorations. Building and trade Inspectors approved ninety-three (93) inspections and denied thirteen (13) inspections.
- ○ Historic Preservation Specialist, received seven (7) applications of completion of appropriateness (COA), approved two (2) of the applications, issued two (2) building permits, and supported eighteen (18) City residents with their applications and request to make modification to the exterior of residential or commercial façade.

FINANCE:

The Finance Department has the following updates:

ACCOMPLISHMENTS

IT UPDATE

- ○ In preparation of Energov deployment, IT staff is setting up and distributing new iPads to system users. Also troubleshooting the final test pass of the Hansen system conversion data continues.
- ○ The backup private wireless network will move from City Hall to the Public Works building to allow Police vehicles to connect to Public Works should the City network go down. City remote sites and VPN users will also be set to failover to the Public Works network.
- ○ Getac tablets have been setup and issued to Police Department lieutenants and sergeants for the initial roll out.
- ○ Research has begun into Cloudflare as a replacement to the City's domain name system (DNS) service. This would allow improved protection of DNS records and provide extra tools for disaster recovery.
- ○ The electronic sign located on Penn Street has information honoring fallen firefighters. Fallen police officers will also be honored similarly once IT personnel have received all of the necessary information from the Police Department.

CSC UPDATES

- • **Hansen to EnerGov Data Conversion**
- ○ The team continues working to define and correct data conversion issues. Another data review is pending with expectation of improvement in the fee related areas.
- • **EnerGov**

The team has identified outstanding items for resolution:

- ○ Export of data to collector for current new business privilege tax set-up.
- ○ Export of delinquent fees to collector for delinquencies, data and fee collections holds.
- ○ Import of collection receipts involving different departments.
- ○ Batch processing for Business Privilege License bills, housing bills, trade license renewals, health permits.
- • **Registered Bills aka Non-Permit, Non-License Payments**
- ○ Payment processing still has to be determined. Preliminary research indicates that recurring payments (ex: industrial waste) may be better suited for processing in Munis to allow reporting on the payees and turnover to collections; however, individual/one-time payments may be most effective if processed through EnerGov.
- • **Training**

- Citizens Service Center personnel have been reviewing and training in the EnerGov system. Staff member, Myriam Kalbach has been an asset collaborating with team members to provide guidance on business licensing.
- • Cashiering
- - New computer hardware necessary for Treasury's use of the Tyler software has recently been ordered, but it is uncertain if the equipment will arrive by the time it is needed in July.
- • Accounting Update
 - ○ The Accounting Manager has created a project budgeting guidance and distributed same to Accounting, Capital Projects and affected department staff.
 - ○ The Accounting Manager has scheduled and is preparing for a meeting with Planning staff regarding the zoning escrow account reconciliation procedures.
 - ○ Training provided to the new Special Assistant to the Managing Director on the Munis system requisitions/purchase order and invoice entry processes along with budget information and accounting forms and procedures.
 - ○ Training provided to the Accounting summer intern which included daily cash reconciliation and project string processes.
- • Grants Update
 - ○ An application submitted on May 30th to the Federal Highway Administration Charging and Fueling Infrastructure (CFI) Discretionary Grant Program with a total project cost of \$3.2MM.
 - ○ The Grants Coordinator continues to update Finance Department staff on project status in advance of the pending position vacancy.

CURRENT PROJECTS

- • **233 North 3rd Street Residential Building Stabilization – Rebid**
- ○ The Chief Building Official has advised that re-bidding for the stabilization of 233 North 3rd Street is not currently required. The affected homeowner has decided to file a claim privately.
- • **Centre Park Revitalization Project – Rebid**
- ○ This project was contracted to a landscape architectural firm, Barry Isett, to conduct the design engineering for the revitalization of Centre Park. The final design includes the replacement of the current fountain with a period-correct Victorian Style fountain, refurbishment of walkways and garden features, installation of additional water supply points, replacement of benches and lighting figures. One bid received but it exceeded budget. A re-bid has been issued and responses are due June 22.
- Laboratory Services for the WWTP
 - This project is to contract with a company who can conduct laboratory analysis for the parameters required by the Department of Environmental Protection (DEP), the Environmental Protection Agency (EPA) and the National Pollutant Discharge Elimination System (NPDES) permit beyond the wet chemistry that is performed routinely in house to maintain plant compliance. This analysis includes, but is not limited to, pesticides, semi-volatiles, volatiles, organics, whole effluent toxicity, polychlorinated biphenyls (PCB's) and metals. The selection committee has chosen the new vendor, and this will be advanced to City Council for action at the June 12, 2023, meeting.

UPCOMING PROJECTS

- Roofing Replacement for the Reading Public Library - Northwest Branch
- PY2024 to PY2028 CDBG ESG and HOME Environmental Review Record Consultant Services
- Multiyear Financial Plan & Recommendations

CONTROLLER UPDATES

- ○ The City Controller continues to address Fiscal Year 2022 accounting and audit items including tentative audit findings.

PROJECT MANAGER (ERP System)

- • EnerGov Implementation
 - ○ The system Go-live date has changed to 7/11 with a potential alternate date of 8/1.
 - ○ Remaining configuration items that can be accomplished by the team will be separated from those that require assistance from the consultant and are to be completed by mid-June.
 - ○ Process testing opportunities arranged specifically for Building & Trades leadership staff.
 - ○ The third pass of conversion data turned over to staff on 5/31. A fourth pass may be necessary.
 - ○ Licenses secured for all personnel needing them and subject matter experts (SME) continue training end users.
 - ○ It will be necessary to inform the public regarding the EnerGov implementation, post go-live. Maria Kantner, CSC Manager has agreed to serve as a resource for system demonstrations.
- • OpenGov
 - ○ Procurements implementation rescheduled for completion by mid-June, with a customer success transition call on June 12th.

• Advancing Health Literacy (AHL) Grant

- ○ A No Cost Extension application submitted, and corresponding budgets finalized.
- ○ Recently submitted Grant Amendments have been approved by the Office of Minority Health.
- ○ The Project Managers have completed the timeline for the No Cost Extension year.
- ○ A Misinformation Toolkit has been completed and translated.
- ○ An Organizational Toolkit was completed and is going to print.
- ○ The Health Equity Director attended Tower Health- Health Equity Community Collaborative Meeting and presented on the AHL Health Taskforce.
- ○ The Health Equity Director met with a representative of Bell & Evans and Medicare & Medicaid Services to discuss collaboration opportunities.

UPCOMING EVENTS

- May 31- Focus Group Session – YMCA ○ June 3- Focus Group Session - 8th Street Church
 - ○ June 4-6- OMH Conference in Atlanta, GA
 - ○ June 30- Powerful Women Event - The Salvation Army

CAPITAL PROJECTS

- ○ No report

ONGOING PROJECTS

DECISION MAKING

- ○ AHL Grant – City has submitted a No Cost Extension [NCE] for 12 months to complete work remaining under the grant.

- ○ Recently met with RACC leadership on 5/31/2023 to request that one of their staff, Kelly Kidd be retained to complete evaluation of the grant. RACC requested the City issue them a directive to terminate services of their other employee Veronica Lopez. AHL team has expressed displeasure with the lackluster performance from Ms. Lopez to RACC dating back to Feb 2023. With no improvement to date, there is almost zero value added to retaining her for the additional time under the NCE. This staffing change will help ensure we have the competent services of Ms. Kidd through the conclusion of the additional time granted under the NCE.

FIRE:

The Fire Department has the following updates:

ACCOMPLISHMENTS

- ○ Completed Annual Haz-Mat required training.
- ○ Presented The Fire Chief Award To Marlon Rivera at the annual Reading High JROTC award ceremony on May 18.
- ○ Took delivery and placed in service a new Medic unit.

ONGOING PROJECTS

- ○ 9th and Marion Station – Slow progress. Tentative completion is still slated for June 9, 2023; however, I am confident that it will not be met.
- ○ Four members returned from the final inspection of our New Engine #3 & Engine #9. Both apparatuses will be at the dealership in Lancaster County by next week for equipment mounting. The plan is for them to be in service by the end of July.
- ○ The EVT mechanic position advertised, and HR had the first interview with a candidate on June 2, 2023. I will conduct a second interview shortly thereafter.

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DECISION MAKING

- ○ Two minor discipline issues managed in my office. One grievance filed and sustained. Steps taken to correct the issue which caused the grievance.

INCIDENTS / CHALLENGES:

- ○ As noted in our meeting we have had four members retire early which has created vacancies.
- ○ The department has had quite a few fires lately including a mountain fire on May 31. The fire was contained to about one acre with help from surrounding departments who have more equipment focused on wildland fires.

HUMAN RESOURCE:

HR has the following updates:

Driver Safety Training:

- ○ The implementation of the Driver Safety program led to a 23% decrease in driver error road accidents from 2021 to 2022. The overall positive impact of the program is undeniable.
- ○ Ongoing Driver Safety Training programs are important to a renewed commitment to promoting safe driving practices throughout the City of Reading.

Recommendations:

Implement policy:

- ○ All City of Reading employees with access to City vehicles must successfully complete Driver Safety & Accident Investigation Training annually.
- ○ Implement a cell phone and seat belt policy: The City of Reading prohibits employees using cell phone while they are driving a city vehicle. City employees should pull off the road and stop before they use a cellphone. All City of Reading employees must wear seat belts while driving a city vehicle.
- ○ Provide individual Driver Safety and Accident Investigation completion certificates to all employees who successfully complete both courses.
- ○ Additional Driver Safety classes scheduled for 2023 to accommodate anticipated growth and requirements.

LIBRARY:

The Library has the following updates:

ACCOMPLISHMENTS

- ○ We had a successful Celebrity Bartender Fundraiser event, bringing in almost \$15,800, netting about \$14,500. We will be using \$7,500 to collaborate with South Central Art Partners to do three artists in residency programs at the branches.

ONGOING PROJECTS

- ○ Filling vacant positions: We have filled one of the two open Librarian II positions. I will be taking action soon on the other Librarian II position, and the open Assistant Director position.
- ○ HVAC/generator project is ongoing but seems to be making good strides towards completion.
- ○ RFP for evaluating our bank has been made public. We are waiting on proposals.
- ○ Still working on getting hotspots ready to circulate to patrons and getting hotspots and Ipads ready for the Digital Literacy Instructor project. We hope to have these ready for the public in June or July at the latest.

- We are in the final stages of having a refrigerator and food pantry located on the outside of the SE Branch to help provide healthy food for residents. We had a Grand Opening for this project on Monday, June 5, @ 11am.

DECISION MAKING

- The District decided to move from Ancestry.com database to Heritage Quest by Ancestry because the latter is available from home and thought that it would be more convenient for the community. This change over will happen in June/July.
- The District will also be moving from two part-time ILL staff to one full-time.
- We decided on a new logo. The revealing of the new logo will be sometime this fall.

CHALLENGES/OTHER ISSUES

- Continued issues with the back yard of a property that connects with the library's Foundation building and parking lot - excessive trash, dead animals, people using it as a living space/storage space/bathroom, and there has been drug activity here as well. Its making staff feel extremely uncomfortable and unsafe as the parking connects to this yard. There have been conversations with the police about this issue and a complaint has entered into the City's irequest.

POLICE:

The Police Department has the following update:

- In the process of reviewing background investigations for new hires.

PUBLIC WORKS:

The Public Works Department has the following updates:

ACCOMPLISHMENTS

- Solid Waste/Recycling Division Manager met telephonically on 5/16/2023 with new Area DEP Grant Director Sharon Scantling to amend current "902" DEP grant to reflect price increase in ordered compactor vehicle for leaf collection. Expected delivery is Fall of 2023.
- Clean City Team (City Staff) completed sixty (60) clean- up and illegal dumping projects picking up four hundred and eighty-six (486) bags of litter and thirty-four (34) bulk items. Staff picked up one hundred and nineteen (119) tires, and twenty-nine (29) TV's. Twelve (12) dead animals removed from the streets, and thirteen (13) graffiti abatement projects completed. "Gateway Tuesday" is ongoing as well as extra cleanings at the Pagoda and overlooks as well as the City Parks with the summer season upon us.
- Sustainability Manager meetings & events attended: Alvernia Sustainability Committee, Legacy City calls, Keep Reading Beautiful steering committee, HUB Housing Focus group, EV Charging public meetings, Earth Day 2023 wrap up (next meeting in July), PW Safety training, Urban Ag workgroup, multiple meetings between the Corps Network & others about the status of the RCC, Bernhart Dam Update (presenter).
- Final NPDES discharge permit for the WWTP received with an effective date of May 1st.
- The WWTP was in compliance for May with the first month of the seasonally lower permit limits despite several suspected slug discharges impacting the WWTP operation.
- The Sewer team assisted RAWA with an emergency repair by providing a dump truck and operator for two days as requested to minimize the service disruption.
- Report of a clogged catch basin led to the discovery of a 10-foot carpet remnant discarded into a catch basin blocking storm flows. Removed the inlet grate from the basin to clean and restore flow.

ONGOING PROJECTS

- Solid Waste/Recycling Division Manager organized and chaired meetings on "Dumpster Day" planning for June 24th at PW Facility on 5/19/23.
- Clean City Coordinator Ryan Bradley signed up seven (7) new participants in the "Adopt-A-Block" initiative bringing the number to 133 as of 5/31/2023 and installed seven (7) new signs. Existing "Adopt A

Block” groups cleaned up twelve (12) bags of litter, five (5) bags of yard waste and two (2) bulk items. Ryan also organized and facilitated Clean-Ups on South St. and Skyline Drive with sixteen (16) volunteers who cleaned up eight (8) bags of litter, three (3) TVs and three (3) bulk items. Also, Community Service workers cleaned fourteen (14) bags of litter from seventy-four (74) storm drains. Ryan also hosted the monthly BCTV show “Our City, Our World.”

- ○ Sign quote for 800 Penn St returned and under review project is remobilizing expected 6/12.
- ○ City Park playground – Dedication next week.
- ○ River Road Extension – The Construction work is about 95% completed. No word back yet on a ribbon cutting date.
- ○ 2023 Paving Project, Contract No. 2: 18W Hancock/E. Wyo. Boulevards Paving - Final design is in progress, MTA said it should be ready for bidding in June.
- ○ 18W Liggett Ave/Hancock Blvd. Intersection – SSM and city met with the 18W committee and completed the final stakeholder review of the final plan.
- ○ 18W Bike Safety Trail Project - MTA has provided their cost estimate to provide the Bike Trail engineering and appears acceptable, but the cost will exceed the available Blanket Agreement allotment for this year. We are reviewing other options.
- ○ Knock-Down Traffic Signals – The city needs to pay MetEd for the service connection and PW is processing their invoice.
- ○ N Front Street Traffic Signals Upgrade – SSM to resubmit revised drawing to PennDOT soon and submit final design invoices. PW submitted for the GLG reimbursement last week.
- ○ ARLE Downtown Traffic Signal Retiming – Acting PW Dir. to submit an ARLE reimbursement request this week.
- ○ Castlewood Street Dedication – Revised the report to include an assessment of the capacity of the system and is in review for a recommendation.
- ○ Climate Action Plan (L-CAP) workshops meetings scheduled for June 5th @ 5pm, June 10th @ 11 am (SE branch RPL), June 7th @ 5pm, June 17th (NE branch RPL)- sign up & flyers distributed week of 5/15, Thirty (30) people max at each session. Administration & Council invited to attend as residents (in house sessions will be scheduled for July).
- ○ Lucky’s Lane (339 S. 7th Street) garden install scheduled for June (regrading by RAWA begun-stone installation week of 5/15).
- ○ Bernhart Dam next steps- coordinate with David Anspach and Kyle Zeiber engineering, additional soil, sediment, water testing, initial concept design process. Include Muhlenberg Twp, Conservation District, and County MS4 in process.
- ○ 19th Ward Pump Station and Force Main Projects - The force main design team is receiving comments from PA DEP on the permit modification application packet submittal. Council awarded the new pump station design with the contract having been executed. The kickoff and key initial meetings are in the process of being scheduled.

CHALLENGES/OTHER ISSUES

- ○ Solid Waste/Recycling Division Manager divided secretarial duties with Diana Jimenez to fill in for Madelin Collins who has been out since 5/16/23 recovering from surgery.
- ○ Vandalism at Baer Park for second time on the new LW4 court.
- ○ Reading Climate Corps: It came to our attention on May 19th that Education Works (program manager) did not make payroll and there are significant financial issues on their end effecting RCC. The RCC was put on hold while next steps are being taken. COR funding for 2023 has not been disbursed. COR is making up the payroll for the Corps members via independent contractor status and invoice. Steering committee met on 5/31 to discuss next steps and to figure out a local management strategy. Additional meetings scheduled to discuss options & develop strategy. Program accounting does not match reporting from Education Works (this is a separate issue that needs attention from Legal Department- will follow up).

- 6th and Canal Pump Station - negotiation continues with the general contractor to resolve the pump vibration, potential change order request. Legal has taken the lead on this with input from the technical team. ○ A potential new industry was evaluated as part of the industrial pretreatment program. A current permittee with compliance issues has indicated a willingness to enter into a compliance order and agreement to address their problems in a more long-term manner. **UPCOMING EVENTS**

- ○ Good Medicine Indigenous Wellness Celebration: June 3rd, Riverfront Park (10am)
- ○ L-CAP Workshops: SE RPL: June 5 & June 10, NE RPL: June 7 & June 17
- ○ Juneteenth w/ NAACP, Elks Lodge: June 17th
- ○ EAC WWTP Tour, June 27, noon (staff/administration/ council welcome)
- ○ EJ Dive Picnic in the Park, July 8th (w/ 18th Wonder)
- ○ Riverzilla: August 12, Riverfront Park

CITY AUDITOR'S REPORT CITY AUDITOR'S REPORT Monday, June 12, 2023

The Auditor highlighted the report distributed electronically, attached to the agenda and copied in below.

Earned Income Tax (EIT)/Earned Income Tax Prior Year – Update as of 05/31/2023

As of May 31, 2023, the revenue line items of EIT and EIT Prior City's General Fund have recorded a combined total revenue of about \$12.8 million, or 55% of the total amount budgeted. Because the majority of the revenue recorded for EIT Prior Year occurs during the first quarter of the year; as of May 31, 2023, this revenue line item has already recorded approximately \$7.2 million. Even though the combined budget for these two revenue line items is about \$2.4 million more in 2023 compared to 2022 budget, about \$24.7 million was recorded in 2022. And if these revenue line items continue the same path as last year, there is a high probability that the Earned Income Tax revenue will meet its budget target in 2023.

Earned Income Tax Revenue - Comparison between YTD 2022 and as of 5/31/2023

Earned Income Tax Revenue	2023 Budget	5/31/2023	Variance	2022 Budget	12/31/2022	Variance
Earned Income	16,452,000.00	5,628,803.67	(10,823,196.33)	15,512,120.00	18,009,845.88	2,497,725.88
EIT Prior	6,971,000.00	7,257,587.18	286,587.18	5,500,000.00	6,782,788.57	1,282,788.57
TOTAL	23,423,000.00	12,886,390.85	(10,536,609.15)	21,012,120.00	24,792,634.45	3,780,514.45

User Fees Revenue – Update from 12/31/2019 to 5/31/2023

User Fees revenue is the revenue collected for the EMS services that the City provides to its residents. For the fiscal year of 2023, the City budgeted \$3 million for this revenue line item, and as of May 31, 2023, \$1,671,105.16, or 56% was already recorded. If this revenue line item continues this trend, there is a high probability that the User Fees Revenue will exceed its budget target in this current year.

The chart below illustrates User Fees Revenue Actual vs. Budget from 2019 to 5/31/2023

User Fees/EMS- YTD Revenue	YTD 5/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
YTD Revenue Collected	1,671,105.16	3,047,755.5 0	3,287,855.4 0	2,405,142.53	3,333,157.1 0
Budget	3,000,000.00	3,009,000.0 0	3,033,500.0 0	3,196,000.00	3,095,000.0 0
Over/(Under) Budget	(1,328,894.84)	38,755.50	254,355.40	(790,857.47)	238,157.10

Admission Fees Tax Revenue – Update as of May 31, 2023

The majority of the revenue collected for the Admissions Fee Tax comes from the Reading Royals, the Reading Phils and other events/concerts held at the Santander Arena and the Performing Arts Center. In 2022, the City collected about \$826,764 for Admissions Fee Tax which exceeded its budget target by \$626,764.61. Due to a revenue increase in 2022, \$650,000 was budgeted in 2023. And as of May 31, 2023, \$417,282.50 or 64% has been recorded for this revenue line item which does not include the revenue of Reading Phils and the Reading Royals for the month of May.

2023 - Admission Fee Tax YTD Revenue Collected

Month	Reading Phils	Reading Royals	Santander Arena- Other	Performing Art Center	Varsity Brands	YTD Amount Recorded
January	2,988.27	15,644.66	1,618.53	12,632.65		32,884.11
February	3,893.83	10,952.81	84,479.53	16,181.83	2,528.51	118,036.51
March	5,241.66	16,500.75	60,070.86	24,465.75	2,928.90	109,207.92
April	7,438.27	13,156.73	41,038.69	35,321.87		96,955.56
May			51,511.60	8,686.80		60,198.40
June						-
July						-
August						-
September						-
October						-

November						-
December						-
Total	19,562.03	56,254.95	238,719.21	97,288.90	5,457.41	417,282.50

Council President Reed reviewed the upcoming meeting schedule.

The meeting adjourned on motion and second by Councilor Daubert and Councilor Miller respectfully.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

Good evening City Council

I am the owner of Alloy Fabrication at 1700 N 10th St. Our company has been at this location since the late 80's. We have an outside dumpster with lids and we have neighborhood people that park in our block use it to put their trash from their cars in it instead of throwing it in the street. I would prefer them to put their trash in our dumpster in lieu of throwing it in the street and making the city look dirty. If businesses are required to enclose their dumpsters with higher enclosures how are residents going to throw their trash from their cars into them? They will end up throwing it the street which is what none of us want.

The other issue we have with this ordinance is if we are required to enclose it will hinder us getting raw materials into our shop for our operations and we do not have any other locations to place it on our property. I am asking you to please revise the ordinance to say if you have a dumpster in good condition and have good lids on it that this would be approved option by the city without a enclosure.

Thank you
George Stuck
ALLOY FABRICATION, INC.
1700 North 10th St.
P.O. Box 15045
Reading, Pa. 19612

Drafted by
Sponsored by/Referred by
Introduced on
Advertised on

Finance Department
Finance Director
June 26, 2023
N/A

RESOLUTION NO. _____-2023

AUTHORIZING THE MAYOR TO SIGN AND SUBMIT AN APPLICATION FOR A PA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT STRATEGIC MANAGEMENT PLANNING PROGRAM GRANT

NOW, THEREFORE, THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

WHEREAS THE City of Reading will be undertaking a project under the Strategic Management Planning Program to hire professional consultant services to assist in the development, adoption and implementation of a Multi-Year Financial Management Plan, provide quarterly financial reporting and cost analysis of collective bargaining agreements; and

WHEREAS THE Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Strategic Management Planning Program,

WHEREAS, The City of Reading is requesting up to \$68,000 which is the projected phase 1 project cost through the PA DCED Strategic Management Planning Program Grant funds; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Reading hereby authorizes the Mayor Eddie Morán to make application for such a grant on our behalf.

AND BE IT FURTHER RESOLVED that the City Council of the City of Reading hereby allocates local matching resources in the amount of \$20,400 [or 30% of the matching requirement] to said project.

Adopted by Council _____, 2023

President of Council

Attest:

City Clerk



AGENDA MEMO

POLICE DEPARTMENT

TO: City Council
FROM: Chief Richard Tornielli
PREPARED BY: SGT Melville K. Fegely, Administrative Sergeant HQ
MEETING DATE: 26 June, 2023
AGENDA MEMO DATE: 19 June, 2023
REQUESTED ACTION: Authorize the hiring of five (5) new Reading Police Officers

RECOMMENDATION

The Mayor and Police Chief recommend the hiring of the following individuals as officers for the Reading Police Department (RPD).

1. Brian Bakovic Garcia
2. Jason Brown
3. Trent Garlin
4. Dylan Humlhanz
5. Nicholas Morgan

BACKGROUND

The 2023 budget authorizes a total of 168 police officers to staff the RPD. Currently, we have 153 active police officers. In order to maintain an effective police department, these new hires are necessary. The eight individuals have passed all civil service and hiring requirements. There are still additional vacancies that will need to be filled in the future.

BUDGETARY IMPACT

None. These funded positions have current vacancies as of the appointment date.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve a resolution to authorize the hiring of Mr. Brian Bakovic Garcia, Mr. Jason Brown, Mr. Trent Garlin, Mr. Dylan Humlhanz, and Mr. Nicholas Morgan as probationary officers for the Reading Police Department.

RECOMMENDED BY

The Mayor and Police Chief recommend approval.

RECOMMENDED MOTION

Approve/deny the resolution authorizing the hiring Mr. Brian Bakovic Garica, Mr. Jason Brown, Mr. Trent Garlin, Mr. Dylan Humlhanz, and Mr. Nicholas Mrogan as probationary officers for the Reading Police Department effective July 10, 2023.

Drafted by	City Clerk/Adm SGT
Sponsored by/Referred by	Police Chief
Introduced on	June 26, 2022
Advertised on	N/A

RESOLUTION NO. _____ 2023

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

Authorizing conditional offers of employment for the hiring of the following as probationary patrol officers effective July 10, 2023:

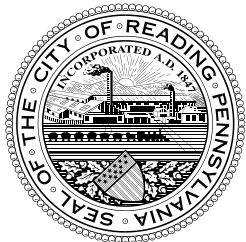
1. Brian Bakovic Garcia
2. Jason Brown
3. Trent Garlin
4. Dylan Humlhanz
5. Nicholas Morgan

Adopted by Council on _____ 2023

President of Council

Attest:

City Clerk



TO: City Council
FROM: Richard Tornielli, Chief of Police
PREPARED BY: Richard Tornielli, Chief of Police
MEETING DATE: June 26, 2023
AGENDA MEMO DATE: June 15, 2023

RECOMMENDED ACTION: Awarding of contract to LDV Custom Specialty Vehicles, Burlington, WI for the purchase of a Bomb Squad response vehicle.

RECOMMENDATION

The recommendation is to award the contract for purchase of a Bomb Squad response vehicle to LDV Custom Specialty Vehicles, 180 Industrial Drive, Burlington, WI, 53105.

BACKGROUND

This purchase is to replace a 2005 Chevrolet Bomb Squad response vehicle that is nearing the end of its service life. The new vehicle will be used as the primary response vehicle for the Bomb Squad, carrying all necessary equipment for responses to suspicious items and conducting counter-improvised explosive device operations. The vehicle will also be used to support and augment the department's current mobile command vehicle at large-scale incidents. The vendor, LDV Custom Specialty Vehicles, specializes in the construction of emergency response vehicles and has built 158 vehicles specifically for use by Bomb Squads. In conducting research into the purchase, we have found that LDV Custom Specialty Vehicles has proven past performance, representing the best value in terms of quality, reliability, service and references from end-users. This vehicle is listed on the GSA Schedule (GSA Model #EODMCC202488).

BUDGETARY IMPACT

The project will be funded through the Capital Improvement Projects Budget, account number 34-08-29-4802, project number 30-08-30-111. The total award amount is \$511,607.00.

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the June 26, 2023 Council meeting.

RECOMMENDED BY

Chief of Police, Capital Projects Manager, and Finance Director.

RECOMMENDED MOTION

Approve/Deny the recommendation for the purchase a Bomb Squad response vehicle for the RPD Bomb Squad in order for the contract to be awarded to LDV Custom Specialty Vehicles.

cc: File

Drafted By: Police Chief
Referred by: Richard Tornielli
Introduced on: 06/26/2023

Advertised on: N/A

RESOLUTION NO. _____ 2023

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

Authorizing the purchase of a Bomb Squad response vehicle for the Police Department from LDV Custom Specialty Vehicles, Burlington, Wisconsin, in the amount of \$511,607.00.

Adopted by Council _____, 2023

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by	T. Krall
Sponsored by/Referred by	Acting Director of Public Works
Introduced on	May 22, 2023
Advertised on	June 5, 12 & 17

BILL NO ____-2023

AN ORDINANCE OPENING AND DEVELOPING THE 900 BLOCK OF LINCOLN STREET, REVISING THE CURB ALIGNMENTS OF RIVER ROAD, WEST SPRING STREET AND SCHUYLKILL AVENUE, AND PROVIDING RELATED TRAFFIC PATTERN CHANGES IN THE CITY OF READING, PENNSYLVANIA AS DEPICTED ON THE “RIVER ROAD EXTENSION PROJECT” DRAWINGS, AS PER CITY CODE SECTION 576-102

WHEREAS, the City of Reading with coordination and financial assistance from PennDOT has substantially completed the improvements for the River Road Extension Project, and

WHEREAS, the City Council of the City of Reading, the Mayor and staff have provided authorization, guidance and implementation throughout the phases of the improvement Project, and

WHEREAS, the changes to these streets, as a whole, per ordinance 576-102, require official authorization and permanent recordation into the City’s Official Topographical Survey of Streets,

NOW THEREFORE, be it ENACTED and ORDAINED by the City Council of the City of Reading, Berks County, Pennsylvania as follows:

SECTION ONE: The Official Topographical Survey of Streets for the City of Reading shall be revised to include the following changes:

1. Lincoln Street, 900 Block: reopening and developing of this block to include the construction of the street, curbs, islands, sidewalks, stormwater management controls, retaining wall, and other related features,
2. River Road, 1000 Block: revising the curb alignment,
3. West Spring Street, 200 and 300 Block: revising curb alignment,
4. Schuylkill Avenue, 900 Block, the side street on the southeast side of the bridge (labeled “Unknown City Street”): revising curb locations and alignments, and installing sidewalk between the southeast side bridge abutment and the Northwest Branch Library that will permanently close the cartway entrance from West Windsor Street along that side of the Schuylkill River Bridge,

5. Schuylkill Avenue, 900 Block, southwest side of bridge (known as "Eberhart Street"): eliminating two-way traffic and establishing one-way traffic south bound, and providing a "no left turn" at the intersection with West Windsor Street,

SECTION TWO: All changes herein are shown on the attached "River Road Extension Project" drawings labeled "Exhibit A", 5 sheets (labeled as sheets 41 through 44 of 53), together with the digital file of the same (AutoCAD file), all made part of this ordinance.

SECTION THREE: The Director of the Department of Public Works and/or the Acting Director of the Department of Public Works be authorized and directed to enter and record the above-described changes in the official Topographical Survey of streets in the Department of Public Works.

SECTION FOUR: This Ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2023

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

EXHIBIT “B”

§ 576-207. One-way roadways established.

[Amended 10-23-2006 by Ord. No. 67-2006; 6-25-2007 by Ord. No. 52-2007; 6-25-2007 by Ord. No. 53-2007; 1-14-2008 by Ord. No. 1-2008; 7-26-2010 by Ord. No. 45-2010]

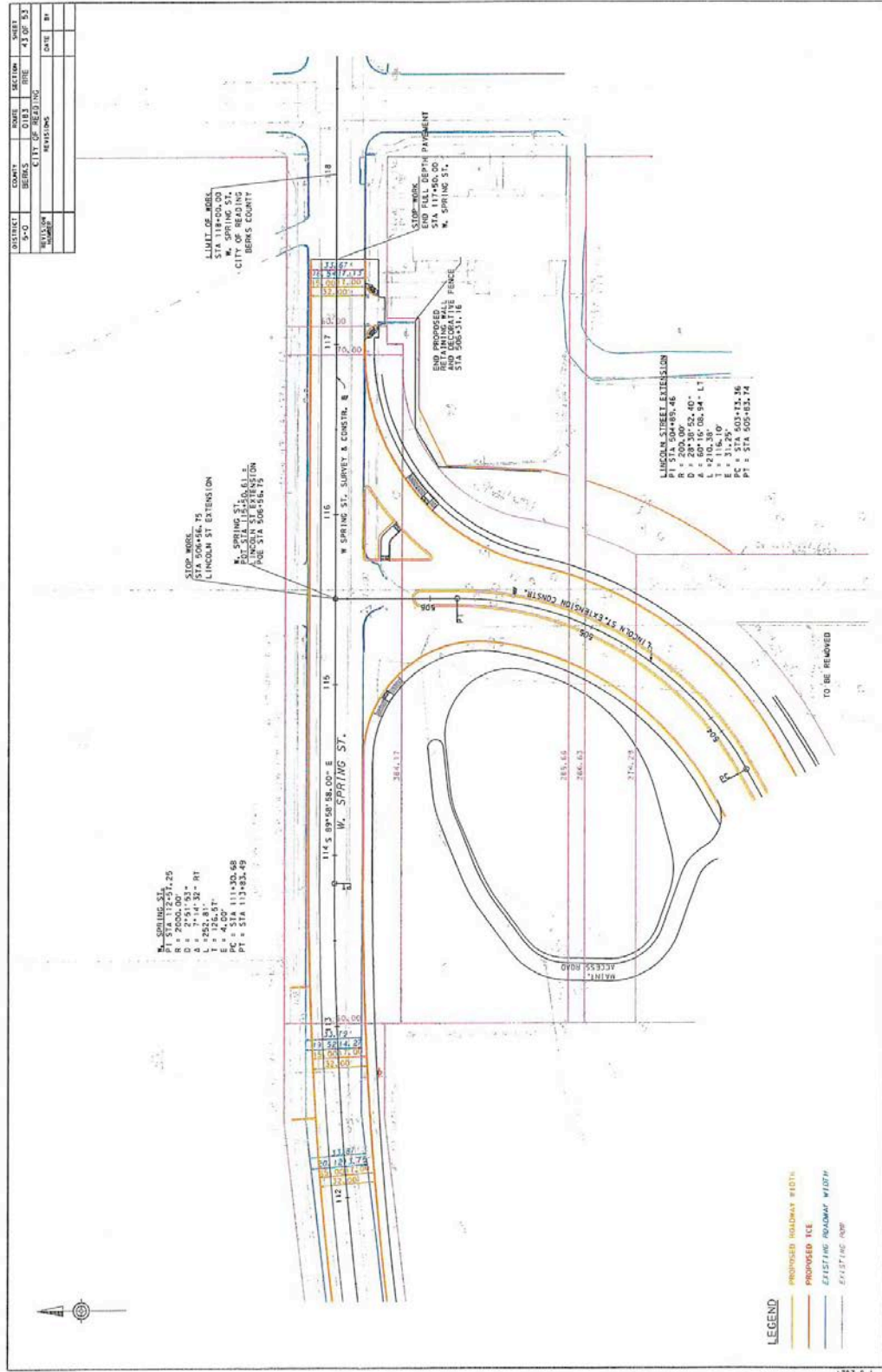
A. The following are established as one-way roadways, and it shall be unlawful for any person to drive a vehicle on any one-way street other than in the direction established for traffic on that street:

Street	From	To	Direction of Travel
East Wyomissing Boulevard	Lancaster Avenue	Brookline Street	Northbound
Klein Avenue [Added 2-14-2011 by Ord. No. 5-2011]	Seventeenth Street	Eighteenth Street	Eastbound
South Fourteenth Street	Perkiomen Avenue	Muhlenberg Street	Southbound
<u>Eberhart Street</u>	<u>River Road</u>	<u>West Windsor</u>	<u>Southbound</u>

§ 576-209. Right turns only permitted at certain intersections.

A. It shall be unlawful for the driver of any vehicle traveling upon the first-named street at any of the following intersections, in the direction or directions indicated in each case, to make other than a right turn, at any time stated, both left turns and straight-across traffic being prohibited:

Vehicles Traveling On	Direction of Travel	Times	Not To Make Left Turn Into or Travel Straight Across
<u>Eberhart Street</u>	<u>Southbound</u>	<u>All</u>	<u>No left turn at West Windsor Street</u>



Drafted by: Solid Waste Mgr/City Clerk
Sponsored/Referred by: Councilor Butler
Introduced on: May 22, 2023
Advertised on: May 15, 2023

**BILL NO. ____-2023
AN ORDINANCE**

**AN ORDINANCE AMENDING THE CITY OF READING CITY CODE SECTION 496- 101
DEFINITIONS AND 496-104 SCREENING ALL DUMPSTERS AND TRASH
RECEPTACLES BY INCREASING THE ALLOWABLE SIZE OF THE SCREENING**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

Section 1: Council hereby amends Section 496- 101 Definitions and 496-104 Screening all Dumpsters and Trash Receptacles as set forth in Exhibit “A” attached hereto and incorporated;

Section 2: This ordinance shall become effective ten (10) days after approval in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted _____, 2023

President of Council

Attest: _____

City Clerk

Sent to Mayor _____ Date: _____

Signed by Mayor _____ Date: _____

Vetoed by Mayor: _____ Date: _____

Over-ridden by Council Date: _____

EXHIBIT A
Chapter 496 Solid Waste

§ 496-101. Definitions.

[Amended 7-25-2016 by Ord. No. 26-2016]

The following words and phrases, when used in this Part, shall have, unless the context clearly indicates otherwise, the meanings given to them in this section:

SCREENING — Covering to obscure dumpsters, totes and/or carts (all trash receptacles) from public view by the installation of shrubbery, an opaque fence ***no higher than six (6) feet, unless a higher structure is required to adequately screen the dumpster***, a shed or other such device as approved by the City of Reading Zoning Office.

§ 496-104. Screening all dumpsters and trash receptacles permitted to be visible from the public right-of-way.

Screening of all dumpsters and trash receptacles shall be required for the purpose of improving the aesthetic and functional quality of every City neighborhood. This part shall apply to all permitted permanent dumpsters, carts, totes and trash receptacles located within public view, new and existing, including temporary dumpsters.

A. Screening area requirements: all screening areas for dumpsters and receptacles permitted to be in the public right of way shall be approved by the Public Works Department and Zoning Administrator (or Planning Commission, where required by this part) on a form approved by the Zoning Administrator and the Public Works Director according to a submitted site plan as regulated by the applicable requirements of this section and the Zoning Ordinance. Screening areas shall be designed, provided, and maintained according to the following:

(1) Screening materials shall be made of durable materials made to endure severe weather conditions.

(2) Screening materials shall be structurally sound and may include but are not limited to the following:

(a) Vinyl, painted wood, cedar, fencing (excluding chain link fences for permanent dumpsters and receptacles - chain link style fences may be used for temporary dumpsters.

(b) Industrial/commercial grade plastic or composite fiber mesh materials (plastic tarps are not permitted).

(c) Live vegetation that provides full screening but that does not exceed four (4) feet. Such vegetation must be regularly maintained by the property owner.

(d) Permanent masonry walls made from material that is similar in appearance to the main structure as approved by the Building/Trade Division when applicable and the Historical Architectural Review Board when the property is located within a historic district.

(3) The screening shall be no higher than ~~four (4) feet~~ ***six (6) feet, unless a higher structure is required to adequately screen the dumpster*** and any screening structures shall have an opening with a self-latching gate that will allow the regular emptying of the dumpster, cart or tote.

(4) Any gate(s) shall remain closed except when being serviced.

(5) Any screening structure(s) shall be well maintained, remain operable and in good repair.

B. Site plans for Screening - this section shall supersede Zoning Ordinance [600-1303A](#).

(1) May be hand drawn to scale or electronically generated consisting of the dimensions, representation of the structure.

(2) Shall show the location of the structure that:

(a) Provides five (5) feet of open, clear space between the structure and the curb.

(b) Is at least six (6) feet from the property line.

(c) The Zoning Administrator and Public Works Director shall approve the location of all structures in writing prior to the installation of the structure.

(d) The Public Works Director shall be provided with the discretion to authorize plans that fall outside the scope of this section if no other option is available to the property owner or lessee.

§ 496-105. Existing dumpsters, carts and toters in the public right-of-way.

Dumpsters, carts and toters that currently sit within the public right-of-way shall comply with the screening requirements and all provisions herein required. The Administration shall draft a plan to assist property owners with existing dumpsters and receptacles with the cost of the screening which shall be submitted to Council for approval by resolution. The plan will be effective from April 1, 2022 through March 31, 2024.

Drafted by: RPA Solicitor/Council Solicitor/City Clerk
Referred by: RPA
Introduced on: May 22, 2022
Advertised on:

BILL NO. _____ -2023

**AN ORDINANCE
AMENDING THE CITY OF READING CODE SECTION 576-403,
PARKING PROHIBITED IN SPECIFIC AREAS**

WHEREAS, the Parking Authority previously conducted a temporary program through City of Reading Resolution 66-2022 that authorized the installation of parking stalls at proscribed locations within the City; and

WHEREAS, the program was deemed a success; and

WHEREAS, the installation of parking stalls shall be permitted throughout the City pursuant to this Ordinance.

NOW, BE IT ORDAINED:

Section One: The City of Reading hereby amends City of Reading Code Section 576-403, Parking Prohibited in Specific Areas and 576-416 Notice of Violation, Waiver, Part C pursuant to the Attached Exhibit "A."

Section Two: All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.

Section Three: If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

Section Four: This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____, 2023

President of Council

Attest:

City Clerk
Sent to Mayor _____
Date: _____
Signed by Mayor: _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council: _____
Date: _____

EXHIBIT "A"

1. § 576-403. Parking prohibited in specific areas.

Except when necessary to avoid conflict with other traffic or to protect the safety of any person or in compliance with law or the direction of a police officer or other traffic control device, no person shall:

D. Park outside the center of lines designating a parking space, **with such designated parking locations to be determined from time to time by Resolution of the City Council**, but shall be located within a single marked space. No vehicle shall be permitted to occupy more than one parking space at any time. ~~All such regulations apply in the following areas that were included in the temporary program authorized by Resolution 69-2022 and shall be applicable to any area of the City as determined by ordinance of City Council:~~

<u>STREET</u>	<u>BLOCK</u>
<u>S. 3rd Street</u>	<u>300</u>
<u>N. 3rd Street</u>	<u>600</u>
<u>N. 3rd Street</u>	<u>700</u>
<u>N. 3rd Street</u>	<u>800</u>
<u>N. 3rd Street</u>	<u>900</u>
<u>S. 6th Street</u>	<u>400</u>
<u>S. 6th Street</u>	<u>200</u>
<u>S. 6th Street</u>	<u>300</u>
<u>N. 6th Street</u>	<u>900</u>
<u>N. 6th Street</u>	<u>1000</u>
<u>N. 6th Street</u>	<u>1100</u>
<u>N. 6th Street</u>	<u>1200</u>
<u>S. 9th Street</u>	<u>100</u>
<u>S. 9th Street</u>	<u>200</u>
<u>S. 9th Street</u>	<u>300</u>
<u>N. 9th Street</u>	<u>500</u>
<u>N. 9th Street</u>	<u>600</u>
<u>N. 9th Street</u>	<u>700</u>
<u>S. 12th Street</u>	<u>100</u>
<u>S. 12th Street</u>	<u>200</u>
<u>S. 12th Street</u>	<u>300</u>
<u>N. 12th Street</u>	<u>500</u>
<u>N. 12th Street</u>	<u>600</u>
<u>N. 12th Street</u>	<u>700</u>
<u>N. 12th Street</u>	<u>800</u>
<u>Mulberry Street</u>	<u>600</u>
<u>Mulberry Street</u>	<u>700</u>
<u>Mulberry Street</u>	<u>800</u>
<u>Pear Street</u>	<u>600</u>

§ 576-416. Notice of violation; waiver.

2. C. The following penalties shall be charged to the owner or operator of a vehicle for a violation of these enumerated sections:

Code Penalty	Violation	Penalty	10 day Penalty	30 day
576-403	Parking outside Stall lines or Parking more than One vehicle in one Space. A warning Shall be issued for The 1st violation	\$25	\$12.50	\$12.50

TO: City Council

FROM: William Heim, Managing Director
Jamal Abodalo, Director of Community Development

MEETING DATE: May 22, 2023

AGENDA MEMO DATE: May 16, 2023

RECOMMENDED ACTION: Council approve allocating \$500,000 toward the acquisition, remediation, and disposition of blighted properties within the city.

BACKGROUND:

The Reading Redevelopment Authority (RRA) has a plan to address the problem of blighted properties in the city. A newly constituted board was formed in August of 2022 and since then, a plan was devised to acquire blighted properties and take action to either have them rehabilitated or demolished. RRA will acquire, stabilize, maintain, and dispose of these properties with an annual goal of 50 per year as funding allows. The plan details a variety of ways to do this, and the RRA and consultants are creating standard operation procedures to be followed in this process. Initially, the RRA will acquire properties that are identified as more easily obtainable, including getting cooperation from owners.

BUDGETARY IMPACT:

The \$500,000 will be paid from ARPA funds. This amount will be enough to start the process of addressing some properties chosen for action. Additional funds will be needed to acquire and remediate more properties in the future. There is an additional \$1,000,000 in ARPA funds planned for the RRA contingent upon the establishment of a Land Bank. If desired, these could be reassigned for acquisition, remediation, and disposition of blighted properties by the RRA without having a Land Bank.

SUBSEQUENT ACTION:

The ordinance to approve this purchase must be approved by Council.

RECOMMENDED BY:

The Managing Director.

RECOMMENDED MOTION:

Approve/Deny the award as presented.

Drafted by
Sponsored by/Referred by
Introduced on

City Solicitor's Office
Managing Director
May 22, 2023

BILL N O. _____ 2023

**BUDGET APPROPRIATION OF THE 2022 AMERICAN RESCUE PLAN ACT (ARPA)
FUND TO INCREASE THE BUDGETED EXPENSE AMOUNT FOR AN AWARD OF
\$500,000 TO THE READING REDEVELOPMENT AUTHORITY TO SUPPORT ITS
BLIGHTED PROPERTY REMEDIATION PROGRAM**

**THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS
FOLLOWS:**

SECTION 1. The 2023 ARPA Fund Budget is hereby amended to appropriate the budgeted expense for an award of ARPA funds in the amount of \$500,000 to the Reading Redevelopment Authority for its blight remediation program.

SECTION 2. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 3. This Ordinance shall become effective ten (10) days after its Adoption in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____ Date: _____

Signed by Mayor _____ Date: _____

Vetoed by Mayor: _____

Date: _____ Over-ridden by Council:

Date: _____

Drafted by: Deputy City Clerk
Sponsored/Referred by: Youth Commission
Introduced on: June 12, 2023
Advertised on:

BILL NO. _____ 2023
AN ORDINANCE

Amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission's function

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

Section 1. Amending the City Code Chapter 23 Boards, Commissions and Committees, Part 15 Youth Commission by expanding the eligibility age range from 23 to 25 and the Commission's function, as attached.

Section 2: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

ENACTED _____, 2023

President of Council

ATTEST:

City Clerk

Submitted to Mayor by: _____
Date Submitted: _____
Received in Mayor's Office by: _____
Date Received: _____
Approved by Mayor: _____
Date Approved: _____
Vetoed by Mayor: _____
Date Vetoed: _____

Chapter 23 Boards, Commissions and Committees

Part 15 Youth Commission

§23-1501. Purpose

It is the purpose and intent of the City Council to establish a City of Reading Youth Commission [Commission]. The Commission will serve as an advisory body to the Mayor, City Council, and Managing Director on issues of interest to youth and pertaining to youth in the City of Reading. *The Commission will also have an active role in City events.* Youth and young adults are impacted by the decisions of City officials, but seldom have the opportunity to directly participate in the process. Establishment of a Commission will facilitate the participation of youth and young adults in local government, as well as provide City officials an opportunity to hear and address their ideas and concerns. *City Council members are encouraged to provide guidance and mentorship to their District Commission representative.*

§23-1502. Youth Commission Members

The Commission shall consist of fifteen (15) members between the ages of ~~14 and 22~~ 16 - 24 who shall serve without compensation. Each Council District shall have two (2) representatives, which may include students from Albright College, Alvernia University and Reading Area Community College, who shall be nominated by the District Councilmember and approved by City Council. The remaining members shall be nominated by the Mayor and confirmed by City Council. Vacancies shall be filled in the same manner. If any member of the Commission reaches the age of ~~twenty-three (23)~~ *twenty-five (25)* while serving on the Commission, the appointment of that member shall expire the following July 1.

Members shall serve ~~two (2)~~ *three (3)* year staggered terms, and each member shall serve until a successor is duly appointed and confirmed. No member shall serve more than two (2) consecutive terms. The expiration date of all terms shall be July 1.

The Commission shall elect a Chair, Vice Chair and a Secretary annually from the members of the Commission. The Commission shall provide an agenda and a meeting report from all meetings to the City Clerk.

§23-1503. City Council Liaison

City Council shall appoint two liaisons to facilitate the activities and meetings of the Commission, one of whom shall be a representative of City Council. Both shall serve without compensation.

§23-1504. Meetings

1. A quorum shall consist of the majority of the members present at the meeting, but no less than five (5) members.

2. All Commission meetings shall adhere to State regulations as defined in the Act of June 3, 1986, P.L. 388, No. 84, known as the "Sunshine Act," 53 P.S. §271 et seq.

3. Regular meetings of the Commission shall be determined by the membership but the Commission shall meet no less than four (4) times per year. Notices of meetings will be posted on the City of Reading website.

4. Minutes from meetings will be kept and copies of the meeting minutes will be sent to the City Clerk's Office after each meeting.

§23-1505. Duties and Functions

The Commission shall:

(a) Identify critical issues affecting youth in the City of Reading.

(b) Provide advice and recommendations to the Mayor, City Council, Managing Director, and other City officials on issues affecting youth in the City of Reading.

(c) Create educational campaigns to raise awareness about youth issues.

(d) Create its own initiatives

(e) Help to plan and participate in City-sponsored events

(f) Current Commission members are encouraged to actively recruit new members.

(dg) Form subcommittees of less than a majority of its members as deemed necessary to allow for in-depth review of issues of interest to the Commission.

(eh) Make available to the Managing Director its findings and recommendations and present periodic reports to City Council.

(fi) Provide a written report annually on the status of the Commission and its activities to the Mayor and City Council.

(gj) Perform such further duties as may hereafter be delegated to the Commission by resolution of the City Council.



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief James Stoudt Jr.
PREPARED BY: AO Michele Kline
MEETING DATE: June 12, 2023
AGENDA MEMO DATE: June 6, 2023
REQUESTED ACTION: Authorize the Transfer of Funds

RECOMMENDATION

The Fire Chief requests the approval of the transfer of funds totaling \$10,000 within the Agency Fund Budget.

\$10,000 from Line 310900-35540 to 310900-42160

BACKGROUND

The Department was the recipient of a grant totaling \$10,000 from The Hartford Insurance Company for the support of fire safety education efforts and programming. We plan on purchasing a fire safety module to be shown to the community and schools used by the Fire Marshal's Office. The funds have been received by check and will be deposited into the Grants and Gifts Line of the Agency Fund Budget. These funds need to be transferred to the expense line to move forward with the purchase of the equipment.

BUDGETARY IMPACT

None to the overall Department budget as the transferred amount is from within the Agency Fund Budget.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

None

RECOMMENDED BY

The Fire Chief recommends approval.

RECOMMENDED MOTION

Approval of the transfer of the funds as listed.

Drafted by: Fire Chief and Fire Administrative Officer
Sponsored/Referred by: Fire Chief
Introduced on:

**BILL NO. ____-2023
AN ORDINANCE**

**AMENDING THE 2023 AGENCY FUND BUDGET ORDINANCE -TO REFLECT THE
TRANSFER OF FUNDS WITHIN THE AGENCY FUND BUDGET TO PROVIDE THE
NECESSARY FUNDING TO PURCHASE A SAFETY MODULE FOR FIRE SAFETY
TRAINING TO THE COMMUNITY AND SCHOOL WHICH WAS RECEIVED FROM
THE HARTFORD INSURANCE COMPANY.**

The Council of the City of Reading hereby ordains as follows:

Section One: The 2023 Agency Fund Budget Ordinance is hereby amended by changing the ordinance to provide the funds needed for the purchase of equipment for which the department was the recipient of a grant. The funds will be paid by a reallocation of funds within the Agency Fund Budget.

Section Two: The purchase of this equipment will be paid from the Agency Fund Contracted Services, Line Item (310900-42160). The funds being transferred will result in an increase of \$10,000 to the Contracted Services, Line Item (310900-42160) and a decrease of \$10,000 to the Agency Fund Grants and Gifts Line Item (310900-35540).

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____



AGENDA MEMO

FINANCE DEPARTMENT

TO: City Council
FROM: Michael R. Oppenheimer, CPA
PREPARED BY: Michael R. Oppenheimer, CPA
MEETING DATE: June 12, 2023
AGENDA MEMO DATE: June 5, 2023
REQUESTED ACTION: BUDGET AMENDMENTS FOR THE WATER FUND AND
GENERAL FUND 2023 BUDGETS AS A RESULT OF THE EXECUTION
OF 2023 LEASE AGREEMENT WITH RAWA

RECOMMENDATION

The City Controller recommends the above budget amendments in the Water Fund and General Fund budgets as a result of the execution of 2023 lease agreement with RAWA.

BACKGROUND

2023 lease revenue was originally budgeted at 1.50% of 2022 lease revenue and zero was originally budgeted for water fund bank fees expense, however, the executed 2023 lease agreement has a 2.0% revenue increase and estimated \$225,000 of bank fees expense.

BUDGETARY IMPACT

The authorization will amend the City's 2023 budgets:

Water fund:

increase Lease Payment from Water Authority revenue, line item 501500 34500, \$50,453, and increase Transfer to General fund, line item 501596 49071, \$50,453. The net change of this part of the budget amendment is zero, and

increase Water fund Bank Fees expense, line item 50TBD TBD, \$225,000, and increase Transfer from Fund Balance, line item 50TBD 39900, \$225,000. The net change of this part of the budget amendment is increase to fund expense of \$225,000, funded by the transfer from fund balance.

Note, Accounting will set up the actual account numbers in near future.

General fund:

increase Transfer from Water Fund revenue, line item 011491 39050, \$50,453, and decrease Transfer from Fund Balance, line item 011491 39900, \$50,453. The net change of this part of the budget amendment is increase to fund revenue of \$50,453, funded by a decrease in transfer from fund balance.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve an ordinance for the authorization to amend the 2023 Water Fund and General Fund budgets as described above.

RECOMMENDED BY

The Managing Director recommends approval.

Drafted by: Controller
Referred by: Controller
Introduced on: June 12, 2023
Advertised on: N/A

BILL NO. ____-2023

AN ORDINANCE

**BUDGET AMENDMENTS FOR THE WATER FUND AND GENERAL FUND 2023
BUDGETS AS A RESULT OF THE EXECUTION OF 2023 LEASE AGREEMENT WITH
RAWA**

The Council of the City of Reading hereby ordains as follows:

Section One: The 2023 Water fund and General Fund budgets are amended as a result of the execution of the 2023 lease agreement with RAWA.

Section Two: The budget amendments will be made in the Water fund and General fund as follows:

Water fund:

increase Lease Payment from Water Authority revenue, line item 501500 34500, \$50,453, and increase Transfer to General fund, line item 501596 49071, \$50,453, and

increase Water fund Bank Fees expense, line item 50TBD TBD, \$225,000, and increase Transfer from Fund Balance, line item 50TBD 39900, \$225,000.

General fund:

increase Transfer from Water Fund revenue, line item 011491 39050, \$50,453, and decrease Transfer from Fund Balance, line item 011491 39900, \$50,453.

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2023

President of Council

Attest:

City Clerk



AGENDA MEMO

FINANCE DEPARTMENT

TO:City Council

FROM: Michael R. Oppenheimer, CPA

PREPARED BY: Michael R. Oppenheimer, CPA

MEETING DATE: June 12, 2023

AGENDA MEMO DATE: June 5, 2023

REQUESTED ACTION: BUDGET AMENDMENTS FOR THE WATER FUND AND
CAPITAL IMPROVEMENT FUND 2023 BUDGETS

RECOMMENDATION

The City Controller recommends the above budget amendments in the Water Fund and Capital Improvement Fund budgets.

BACKGROUND

2023 additional lease revenue from RAWA budgeted was slightly overbudgeted, by \$80,000. This amendment will change budgeted revenue from \$580,000 to \$500,000. 2022 actual revenue was \$513,776

BUDGETARY IMPACT

The authorization will amend the City's 2023 budgets:

Water fund:

decrease Additional Lease Payment revenue, line item 501500 34055, \$80,000, and decrease Transfer Carryover to Reserve, line item 501596 48099, \$80,000. The net change of this part of the budget amendment is zero, and

Capital improvement fund:

decrease Transfer from Water Fund Unrestricted revenue, line item 341491 39016, \$80,000, and increase Transfer from Fund Balance, line item 341491 39900, \$80,000. The net change of this part of the budget amendment is decrease to fund revenue of \$80,000, funded by an increase in transfer from fund balance.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve an ordinance for the authorization to amend the 2023 Water Fund and Capital Improvement Fund budgets as described above.

RECOMMENDED BY

The Managing Director recommends approval.

Drafted by:	Controller
Referred by:	Controller
Introduced on:	June 12, 2023
Advertised on:	N/A

BILL NO. ____-2023

AN ORDINANCE

**BUDGET AMENDMENTS FOR THE WATER FUND AND CAPITAL IMPROVEMENT
FUND 2023 BUDGETS**

The Council of the City of Reading hereby ordains as follows:

Section One: The 2023 Water fund and Capital Improvement Fund budgets are amended.

Section Two: The budget amendments will be made in the Water fund and Capital Improvement fund as follows:

Water fund:

decrease Additional Lease Payment revenue, line item 501500 34055, \$80,000, and decrease Transfer Carryover to Reserve, line item 501596 48099, \$80,000, and

Capital Improvement fund:

decrease Transfer from Water Fund Unrestricted revenue, line item 341491 39016, \$80,000, and increase Transfer from Fund Balance, line item 341491 39900, \$80,000.

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____ Date: _____

Signed by Mayor _____ Date: _____

Vetoed by Mayor: _____ Date: _____

Over-ridden by Council Date: _____



AGENDA MEMO

FINANCE DEPARTMENT

TO: City Council
FROM: Michael R. Oppenheimer, CPA
PREPARED BY: Michael R. Oppenheimer, CPA
MEETING DATE: June 12, 2023
AGENDA MEMO DATE: June 5, 2023
REQUESTED ACTION: BUDGET AMENDMENT FOR THE GENERAL FUND AS A
RESULT OF ONE REVENUE ACCIDENTALLY BEING BUDGETED
TWICE

RECOMMENDATION

The City Controller recommends the above budget amendment in the 2023 General Fund budget as a result of a correction needed

BACKGROUND

Transfer from water fund revenue, line item 011491 39050, was originally budgeted for \$10,821,850. However, this amount includes \$580,000 of additional lease revenue from RAWA that was already budgeted in the 2023 capital improvement fund.

BUDGETARY IMPACT

The authorization will amend the City's 2023 general fund budget by a decrease to Transfer from Water Fund revenue, line item 011491 39050, \$580,000, and increase Transfer from Fund Balance, line item 011491 39900, \$580,000. The net change of this budget amendment is decrease to general fund revenue of \$580,000, funded by an increase in transfer from fund balance.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve an ordinance for the authorization to amend the 2023 General Fund budget as described above.

RECOMMENDED BY

The Managing Director recommends approval.

Drafted by: Controller
Referred by: Controller
Introduced on: June 12, 2023
Advertised on: N/A

BILL NO. ____-2023

AN ORDINANCE

**BUDGET AMENDMENT FOR THE GENERAL FUND AS A RESULT OF ONE REVENUE
ACCIDENTALLY BEING BUDGETED TWICE**

The Council of the City of Reading hereby ordains as follows:

Section One: The 2023 General Fund budget is amended as a result of a correction needed.

Section Two: The budget amendment will be made in the General fund by a decrease to Transfer from Water Fund revenue, line item 011491 39050, \$580,000, and increase Transfer from Fund Balance, line item 011491 39900, \$580,000.

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____

Drafted by: City Sol
Referred by: City Sol
Introduced on: June 12, 2023
Advertised on: N/A

BILL NO. ____-2023

AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT OF SALE WITH NEWCOLD USA RE HOLDING, LLC TO SELL THE PROPERTY OWNED BY THE CITY AT 1 BERKSHIRE PLACE PARCEL ID NUMBER 15530713234217 FOR \$4,500,000.

WHEREAS, the City desires to sell the property located at 1 Berkshire Place commonly referred to as the "50 Acres" or "the Dana Site" to Newcold USA RE Holding, LLC.

NOW, THEREFORE:

- Section 1:** The Mayor is authorized to execute a sales agreement in an amount up to \$4,500,000 to sell the property at 1 Berkshire Place, Parcel Id. No. 15530713234217 to Newcold RE Holding, LLC.
- Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.
- Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.
- Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____ Date: _____
Signed by Mayor _____ Date: _____
Vetoed by Mayor: _____ Date: _____
Over-riden by Council: Date: _____

Drafted by: Law Department
Sponsored/Referred by: Law Department
Introduced on: June 12, 2023
Advertised on: June 19, 2023

B I L L N O. ____-2023
A N O R D I N A N C E

**AN ORDINANCE AMENDING THE CITY OF READING ORDINANCES, SECTION 212-106,
CONSTRUCTION CODES: BUILDING CODE, CREATING AN OPTIONAL WAIVER OF
BUILDING PERMIT FEES FOR LOCAL GOVERNMENT ENTITIES**

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

Section 1: Council hereby amends Section 212-106 of the City of Reading Ordinances as set forth in Exhibit "A" attached hereto and incorporated;

Section 2: This ordinance shall become effective ten (10) days after approval in accordance with Sections 219 and 221 of the City of Reading Home Rule Charter.

Enacted _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____

EXHIBIT A

Description	Fee
Permit Fees	
Water Heaters	\$65
Up to \$1,000	\$150
See "Up to \$1,000"	
\$1,000.01 and up	\$20 per thousand
Interim Electrical Permit Fees	
Up to \$1,000	\$54.50
\$1,000.01 and up	\$20.00 per five thousand
Administrative fee	\$50
State inspection fee	\$4.50
Consultation fee	\$90 per hour
Plan review: residential (per discipline)	\$100
Plan review: non residential-commercial, industrial, institutional (per discipline)	\$250
Plan review administrative fee	\$50
Removal of placard	\$150
Application for appeal	\$1,000
Fast track plan review: residential	\$400
Fast track plan review: nonresidential-commercial, industrial, institutional (per discipline)	\$400 per discipline
Rescheduling of inspections, administrative fee	\$50
Administrative fees for more than two violations in a 12-month period	Third violation: \$50
	Fourth violation: \$75
<u>Waiver or reduction of fees for projects controlled by local government entities</u>	<u>The City, at its sole discretion, may waive or reduce permit fees for projects that for projects on properties that are owned by local government entities, including but not limited to the Reading School District, the Reading Housing Authority, and the Reading Parking Authority.</u>

Drafted by: Law Department
Referred by: Mayor/City Council
Introduced on: June 12, 2023
Advertised on: N/A

BILL NO. _____ 2023

AN ORDINANCE

AN ORDINANCE DIRECTING THE BERKS COUNTY BOARD OF ELECTIONS TO PLACE A REFERENDUM QUESTION BEFORE CITY VOTERS ON THE 2023 GENERAL ELECTION BALLOT WHICH WOULD AMEND THE CITY OF READING HOME RULE CHARTER BY ELIMINATING THE REQUIREMENT FOR THE CITY'S PUBLIC WORKS DIRECTOR TO BE AN ENGINEER.

WHEREAS, Section 606(a) of the City of Reading Home Rule Charter entitled Director of Public Works/City Engineer requires the City to have a director who is a professional civil engineer registered in Pennsylvania; and

WHEREAS, despite great efforts to recruit and hire a professional civil engineer registered in Pennsylvania to fill the position, the City has not been able to find a candidate who satisfies the Charter requirement.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Directing the Berks County Board of Elections to place the following referendum question to voters of the City of Reading on the 2023 general election ballot:

Home Rule Charter § 606. Department of Public Works/City Engineer.

"Shall Section 606(a) of the Reading Home Rule Charter be amended to eliminate the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania and instead create a requirement that the City designate an employee in its public works department who is a professional civil engineer registered in Pennsylvania licensed engineer to be the City Engineer?"

Simple Explanation

The current City Charter requires the City's Public Works Director to be a professional civil engineer registered in Pennsylvania. The proposed amendment would remove the requirement for the Public Works Director to be a professional civil engineer registered in Pennsylvania but instead create a requirement that the City designate any Public Works employee or official as the City Engineer who shall assist the Public Works Director in performing the duties required through the Administrative Code or other action, or as may be required of a City Engineer by general law.

SECTION 2. In the proposed amendment, the language of Charter Section 606(a) shall be deleted and replaced as follows:

§ 606. Department of Public Works.

(a) The Department of Public Works is mandated by this Charter. The Mayor shall appoint and fix the compensation of the head of the Department of Public Works. He or she shall perform the duties required through the Administrative Code or other action, or as may be required by general law. The Mayor shall also designate an individual who is professional civil engineer registered in the Commonwealth of Pennsylvania to serve as the City Engineer.

SECTION 3. This ordinance shall become effective ten (10) days after its adoption, in accordance with Section 221 of the City of Reading Home Rule Charter.

Enacted _____, 2023

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Drafted by: Law Department
Referred by: Law Dept
Introduced on: June 12, 2023
Advertised on: June 19, 2023

BILL NO. ____-2023

AN ORDINANCE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT OF SALE WITH COLIN WYATT TO SELL THE PROPERTY OWNED BY THE IN BERN TOWNSHIP, PARCEL ID 27439808883908 FOR \$20,000

WHEREAS, the City and the Berks County Regional Airport Authority desires to sell the property owned by the City in Bern Township located at adjacent to the airport to Colin Wyatt who owns and resides at the adjacent property, and

WHEREAS, the sale of the property will be contingent upon the parties executing an avatorial easement.

NOW, THEREFORE:

- Section 1:** The Mayor is authorized to execute a sales agreement in an amount of \$20,000 to sell the property located on West Shore Drive in Bern Township, Parcel Id. No. 27439808883908 to Colin Wyatt.
- Section 2:** All relevant ordinances, regulations and policies of the City of Reading Not amended by the attached shall remain in effect.
- Section 3:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.
- Section 4:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

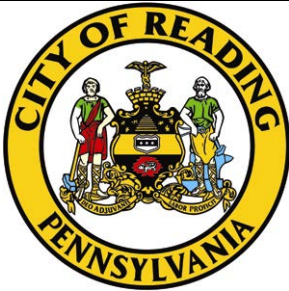
Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council: Date: _____



AGENDA MEMO

MANAGING DIRECTOR OFFICE

TO: City Council
FROM: William Heim, Managing Director
MEETING DATE: June 12, 2023
AGENDA MEMO DATE: June 7, 2023
REQUESTED ACTION: AMEND THE 2023 POSITION ORDINANCE TO CONVERT TWO (2) PART-TIME DOWNTOWN AMBASSADORS TO TWO (2) FULL-TIME DOWNTOWN AMBASSADORS.

RECOMMENDATION:

The Administration recommends City Council's approval of the amendment to the 2023 Position Ordinance by a decrease of two (2) part-time Downtown Ambassador positions and an increase of two (2) full-time Downtown Ambassador positions for a total of four (4) full-time Downtown Ambassadors and two (2) part-time Downtown Ambassadors.

BACKGROUND:

The need for increased maintenance and presence in Downtown Reading continues to grow. The various Act 47 plans over the years have restrained the Administration's ability to increase positions, but the workload certainly has shown no restraint during this time. Now that we have demonstrated financial stability, we believe it's important to increase the level of support for Downtown. Since the creation of four (4) part-time Downtown Ambassador positions, only two (2) vacancies have consistently been filled, with the other two (2) remaining vacant due to difficulty in hiring for a variety of reasons. This change will allow for a full staff with overlapping shifts and would allow for expanded maintenance duties and an increased presence and impact in the Downtown.

BUDGETARY IMPACT:

The authorization of the amendment will be minimal to the current year's budget due to the existence and extent of the part-time vacancies.

PREVIOUS ACTION:

N/A

SUBSEQUENT ACTION:

Council to authorize an amendment to the 2023 position ordinance to allow two (2) part-time Downtown Ambassadors to be converted to two (2) full-time Downtown Ambassadors for a total of four (4) full-time Downtown Ambassadors and two (2) part-time Downtown Ambassadors.

RECOMMENDED BY:

The Managing Director recommends approval.

Drafted by	City Solicitor's Office
Sponsored by/Referred by	Managing Director/City Core Manager
Introduced on	June 12, 2023

BILL NO. _____ 2023
AN ORDINANCE AMENDING THE 2023 POSITION ORDINANCE TO ADD TWO FULL-TIME AND TWO PART-TIME DOWNTOWN - COMMERCIAL CORRIDOR AMBASSADORS

WHEREAS, the 2023 Position Ordinance currently budgets four part-time Downtown - Commercial Corridor Ambassadors positions for a total combined salary of \$150,000; and

WHEREAS, the Administration has determined that it would be more advantageous to modify the staffing of the Downtown Commercial Corridor Ambassadors with two full-time positions and six part-time positions.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Upon evaluation by the Mayor of Reading, the Position Ordinance shall be amended to add two of the full-time Downtown - Commercial Corridor Ambassadors for a total of four (4) full-time and (2) part-time positions.

SECTION 2. The full-time employees will be paid a rate of \$20.87 per hour for a total of \$41,600 per employee per year. The part-time employees will be paid a rate of \$15 per hour at 28 hours per work for a total of \$21,840 per employee per year.

SECTION 3. All ordinances or parts of ordinances that are inconsistent herewith are hereby repealed.

SECTION 4. This Ordinance shall become effective ten (10) days after its adoption in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2023

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____

Drafted by: City Clerk
Sponsored/Referred by: RPA
Introduced on: June 26, 2023
Advertised on:

BILL NO. ____-2023

AN ORDINANCE

**APPROVING THE LEASE AGREEMENT WITH THE READING PARKING
AUTHORITY (RPA), for 213 SOUTH 11th STREET AS ATTACHED IN EXHIBIT A.**

Whereas the Council of the City of Reading hereby ordains as follows:

Section 1. Approving the Lease Agreement with the Reading Parking Authority, to manage a parking lot at 213 South 11th Street for the use of residents and visitors for a term of one (1) year, automatically renewable unless either party provides 90 day notice, as attached in Exhibit A.

Section 2. All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent with this Ordinance are hereby repealed.

Section 3. The provisions of this Ordinance shall be severable and if any of its provisions shall be held to be unconstitutional or illegal, the validity of any other remaining provisions of the Ordinance shall not be affected thereby. It is hereby expressly declared as the intent of the City Council of the City of Reading that this Ordinance would have been adopted had such unconstitutional or illegal provision or provisions had not been included herein.

Section 4. This ordinance shall become effective ten (10) days after it adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted: _____, 2023

President of Council

Attest: _____

City Clerk

Submitted to Mayor: _____ Date: _____

Received by the Mayor's Office: _____ Date: _____

Approved by Mayor: _____ Date: _____

Vetoed by Mayor: _____ Date: _____

Veto Overridden Date: _____

LEASE AGREEMENT

This LEASE AGREEMENT ("Lease") is made this _____ day of _____, 2023 (the "Effective Date"), by and between the City of Reading ("City") with an address of 815 Washington St., Reading, PA 19601 and the Reading Parking Authority ("Authority") with an address of 430 S. 4th Street, Reading, PA 19602. The City and the Authority are sometimes collectively referred to herein as the "Parties".

RECITALS

WHEREAS, the City is the owner of that certain real property more fully described herein that it wishes to lease to the Authority; and

WHEREAS, the Authority wishes to lease the property from the City for use as a parking lot to increase available parking to City residents and visitors; and

WHEREAS, the City and the Authority agree to be bound by the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, intending to be legally bound hereby, the City and the Authority agree to the following terms and conditions:

1. Recitals. The above recitals are incorporated herein and made a part of this Lease.
2. Leased Premises. City agrees to lease the following real property to the Authority, which will be used and operated by the Authority as a surface parking lot (the "Premises"): 213 South 11th Street, Reading, PA 19602 (Parcel Id. # 10531621182836).
3. Term. The term of this Lease is one (1) year, commencing on the Effective Date. The Lease shall automatically renew each consecutive year for a one (1) year term unless either party provides ninety (90) days written notice prior to the renewal date of its intention to terminate the Lease. The Authority will surrender possession of the Premises to the City upon expiration of this Lease.
4. Improvements. The Authority will pay for any necessary improvements to the Premises for its use as a surface parking lot. If needed, the Authority will pay for lighting but the City, as owner, will need to make necessary arrangements for the installation of the lighting. City agrees that it will take all necessary actions for any required lighting improvements as well as any other improvements needed at the Premises upon request of the Authority.
5. Sale of Premises. The City shall permit the Authority to make an offer to purchase the Premises if the City decides to sell the Premises during the Term.
6. Lease Payment. The Authority will pay One Dollar (\$1.00) per year to lease the

Premises.

7. Covenants. Authority agrees to the following as lessee:

- a. Authority will maintain the Premises and the sidewalks adjacent thereto. It will keep the Premises in a clean condition and it will provide for pothole repairs, snow removal and mowing at the Premises.
- b. Authority will insure the Premises through its current liability policies and will name the "City of Reading" as an additional insured. Authority will provide City a certificate of insurance naming City as an additional insured upon the full execution of this Lease.
- c. Authority will pay for lighting at the Premises as well as any related utility bills or other costs in connection with the Premises.

8. Repairs and Maintenance. Authority has inspected the Premises and accepts the Premises in its present condition. It agrees that City will not make any repairs to the Premises.

9. Liability. Authority shall hold City harmless from any loss that is caused by Authority's agents or employees, or any other person using the Premises over whom Authority can exercise control.

10. Right to cure. The Authority shall have thirty (30) days to cure any default hereunder upon written notice from the City, which time can be extended in writing by City upon request of the Authority.

11. Notices. Any notices required herein shall be in writing and shall be deemed served when delivered personally, or when deposited in the United States mail, postage paid, return receipt requested, addressed to Authority at 430 S. 4th Street, Reading, PA 19602, Attention: Reading Parking Authority Executive Director, or addressed to City at 815 Washington Street, Reading, PA 19601, Attention: Law Department.

12. Waiver. Waiver by City of any default in performance by Authority shall not be deemed a continuing waiver of that default or any subsequent default.

13. Covenant of Title and Quiet Enjoyment. City covenants and agrees that it has good title to the Premises and all improvements located thereon and that the same are free and clear of all liens, encumbrances, tenancies and restrictions. City will defend the title to the Premises and indemnify Authority against any damages or expenses that Authority may suffer by reason of any claim against title or defect in title to the Premises. City covenants and agrees that Authority shall peacefully hold and enjoy the Premises during the Term without hindrance or interruption by City or any of its successors and assigns, or any person claiming by, through or under the City.

14. Severability. If any provision of this Lease shall be deemed invalid or unenforceable, the remainder of the provisions of this Lease shall not be affected thereby and each

955464.1

and every provision of this Lease shall be enforceable to the fullest extent permitted by law.

15. Entire Agreement. This Lease constitutes the entire agreement between the Parties with respect to the matters contained herein and supersedes all prior agreements, oral or written, and understandings with respect thereto. Any amendment, modification, or waiver of this Lease shall not be effective unless in writing.

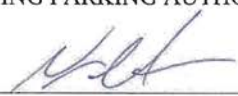
16. Successors and Assigns. This Lease shall be binding upon the Parties and their successors and assigns.

IN WITNESS WHEREOF, and agreeing to be bound hereby, the Parties set their hands and seals:

CITY OF READING

READING PARKING AUTHORITY

By: _____

By:  _____

ATTEST: _____

ATTEST:  _____

Prepared by:
Community Development
Sponsored by/Referred by:(Community Development/Planning Office)
Introduced on: April 10, 2023

RESOLUTION NO. _____ 2023

Committing the City of Reading to Adoption and Implementation of the Downtown Plus Strategic Master Plan

WHEREAS, In the next couple of decades the City of Reading will likely experience continued population growth. Denser populations, particularly, in our Downtown core areas will increase the need for strong business development, creative housing solutions, and robust transportation options to provide greater accessibility to work, schools, near-by amenities, services, and access to nature; and

WHEREAS, The City of Reading has set for itself a goal to promote economic growth by attracting and keeping businesses, residents, developers and creating a vibrant community that will draw in visitors. This goal, along with population growth to the area will require continued improvements to the Downtown with regard to infrastructure, development, redevelopment, expansion, street-scaping, strong businesses, and ensuring provision of community services; and

WHEREAS, The City commissioned and has received a draft Downtown Plus Strategic Master Plan which outlines the implementation strategies needed to reach its revitalization and growth goals. These strategies” will incorporate input and participation from a diverse range stakeholders including property owners, residents, businesses, developers and civic partners.

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

- (1) Adopt the Downtown Plus Strategic Master Plan as a guideline for the specified Downtown core areas described in the plan.
- (2) Commit to the implementation of whichever parts of the plan are economically feasible and which the city of Reading and its strategic partners agree and can accomplish.
- (3) Integrate the Plan with long range planning strategies of agencies also working in Downtown core areas.
- (4) Within the next five years produce an updated Citywide Comprehensive Plan that builds on the work done with the Downtown Plus Strategic Plan.

Passed Council _____, 2023

Council President

Attest:

City Clerk

Drafted by Council Solicitor
Sponsored by/Referred by City Council
Introduced on June 26, 2022
Advertised on N/A

RESOLUTION NO. _____ 2023

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

Adopting the attached policy for inclusion in the City Council Handbook to govern the use of allotted City funding, approved in the annual budget and located within the City Council Community Promotions Budget line item for annual Council District events.

Adopted by Council on _____ 2023

President of Council

Attest:

City Clerk

City Council of the City of Reading City Council District Events / Community Promotions Spending Policy

- The following rules and regulations shall, upon adoption by City Council by Resolution, be incorporated into the City Council Policy and Operations Handbook to govern the use of funds for District Events / Community Promotions:
 - The main purpose of each event hereunder shall be to engage and gather attendees to get to know their elected officials and each other, to network and to generate a sense of community and goodwill amongst the residents within City neighborhoods.
 - City Council shall allocate not more than \$35,000 annually in the Community Promotions Budget line item.
 - The intent is for Councilors to have not more than \$5,000 each annually (or 1/7 of the approved annual budget allocation) to use for District Events / Community Promotions within their applicable Council District.
 - Each Councilor shall be permitted to expend from his/her allotment such amounts deemed necessary (provided that it complies with this Policy) on any equipment, supplies, food/drink, entertainment, programs, educational materials, rentals,

marketing and similarly related expenditures to conduct a District Event / Community Promotion.

- To the extent possible, such District Event / Community Promotion shall be conducted in public areas or City-owned properties to avoid the need to rent/lease space from a third party. Additionally, the obtaining of sponsorships or in-kind donations from local vendors is strongly encouraged to limit the amount of City funds expended hereunder.
- In order for payments to be approved, a receipt identifying the amount due, the vendor and the services/goods supplied must be submitted to City Clerk for payment to be issued. The City Clerk shall retain a ledger or other account to determine the total expenditures per year permitted to be made by each Council member. Procurements shall otherwise comply with all applicable City of Reading rules and regulations.
- Any unused or unspent portion of each Councilor's annual \$5,000 allotment shall be returned to the City General Fund and not roll-over or carry-forward for additional funds in the following fiscal year.
- A District Event / Community Promotion hosted and paid for hereunder shall be subject to the following rules/regulations:
 - The event shall be open to the public at-large without restriction.
 - No illegal activities shall be conducted as part of the event.
 - The event shall not, under any circumstances, include the promotion, canvassing and/or lobbying of political candidates and/or political advocacy groups (including the posting of political signs and/or the distribution of any political materials) **provided that this shall not be construed to prohibit a political candidate or attendee from wearing a shirt, hat, button or other common paraphernalia on their person promoting the candidacy.**
 - The event shall not, under any circumstances, infringe upon the personal or constitutional rights of any City resident or taxpayer.
 - The event shall not be used for the private or personal gain of a Councilor or his/her family member(s).
 - The event shall not be used to promote or endorse any specific for-profit business or service or similar matter **that is not, by its nature, designed for an inclusive gathering of all City residents.**
 - No fundraising activities **of any kind** shall be conducted during or as part of the event for political or charitable **or other** purposes.
 - An event shall not be conducted between the hours of 10 9pm – 7am.

- Alcohol and/or illegal drugs shall be strictly prohibited.
- The City Police/Fire/EMS shall either be present or on-call for all such events.
- The City Public Works Dept shall be scheduled to conduct all clean-up activities necessary immediately following the event.
- Any necessary permits or approvals shall be obtained to close streets or use public property for an event. Initial permit request must be submitted to RPD Traffic Office. Permit fees **and** costs **of City services necessary for an event or required as part of the permit process** can be paid from the allotment hereunder.
- Each Council member shall comply with and cause all persons assisting in a District Event / Community Promotion hereunder to comply with **this policy**, the City Ethics Code and the PA Ethics Act, along with all similar applicable laws. **The investigation, adjudication and enforcement of a violation hereof shall be conducted by the City Ethics Board.**

Administrative Report

Mayor Eddie Moran

TO: City Council

FROM: William M. Heim, Managing Director

PREPARED BY: Kenya S. Edmonds, Special Assistant

MEETING DATE: June 26, 2023

AGENDA MEMO DATE: June 21, 2023

➤ **COMMUNITY DEVELOPMENT:**

The Community Development Department has the following updates for the period starting May 15th through May 26th.

ACCOMPLISHMENTS

- ○ Community Development participated in the Mayor's ribbon cutting ceremony at City Park on June 7th. New equipment installed in the park and funded by the CDBG allocated community grant. Estimated cost is \$1.0 million.
- ○ Berks Opportunity Housing, a subsidiary of Berks Redevelopment Authority is requesting to become a certified Community Housing Development Organization (CHDO) for the City of Reading. The City receives annual CHDO funds in the amount of \$150,000 in addition to \$30,000 administration fees, totaling \$180,000. Since 2021, assigned funds have not been allocated to any City based CHDO organization.
- ○ Continued communication with different developers regarding Affordable Housing initiatives within the City. HDC Mid-Atlantic and Landis Community Development are interested in revitalizing blighted commercial properties such as 201 S 6th St and 500 N 3rd St. Community Development indicated Low-income Housing Tax Credit application and approval will be necessary to ensure financial gaps are addressed. Any of these projects estimated rehab cost exceeds \$30.0million.
- ○ HOME ARP will continue delivering applications to interested agencies to partake the leading effort for addressing emergency shelters, establishing single room occupancy (SRO), and shelters managed affordable housings.
- ○ Monitoring funds for CDBG-CV, allocated funds to assist in homelessness and rapid rehousing by paying delinquent rent and back utility invoice. Program funds were reduced to \$500,000 due to the noticeable drop in the number of applications. The remaining CDBG-CV funds will be allocated to other City projects such as upgrading HVAC systems in fire stations.
- ○ Zoning Hearing Board approved an application granting the change of use at 601 Penn Street (former Santander Bank) to build high density residential apartments. The Building will host 207 market rate apartments, restaurants, and other commercial facilities.

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- ○ Building and Trade received thirty (30) permit applications, eight (8) sets of full plans (architectural, MEP), completed five (5) plan reviews, approved two (2) plans, issued forty-four (44) building permits for various construction tasks and approved four (4) cases of emergency utility restorations. B&T inspected one hundred two (102) construction sites, a total of eighty-four (84) passed inspection and the remaining eighteen (18) are scheduled for reinspection.
- ○ Property Maintenance hired four (4) new employees who started June 16th or earlier, two (2) new candidates will start July 1st. HR is assisting to find four (4) more qualified individuals to fill the open positions of Property Maintenance Inspectors.
- ○ Property Maintenance division, completed one hundred ninety-three (193) quality of life inspections/citation, scheduled one hundred thirty-four (134) health, fire, and safety inspections, four hundred twenty-one (421) residential inspection for 2-year or property transfers, one (1) court appearance and issued three (3) notices of violations. The drop in the number of inspections attributed to Energov training.
- ○ Historic Preservation Specialist, received eight (8) applications for completion of appropriateness (COA), approved three (3) applications, issued two (2) building permits, and supported forty-two (42) City residents with their application and request to make modifications to the exterior of residential or commercial façade. Additional details are available in the HARB agenda.
- ○ HUD LHHP Division Director visited the office of the lead abatement unit to monitor the performance of the existing \$3.4 million lead abatement program and was disappointed in the lack of progress made towards family outreach and residential cleanup efforts, staff expressed that the City procurement policy could be hindering at times. A more proactive schedule will be discussed in the next monthly follow up visit.



The Finance Department has the following updates:

ACCOMPLISHMENTS

- • IT Update
- ○ Point to Point network and internet connections between the Public Works facility and City Hall have been successfully established.
- ○ IT Staff is addressing an issue causing the replication of storage data between the Public Works and City Hall networks which negatively affects potential disaster recovery functions.
- ○ Staff is preparing the City Hall 3rd floor wiring closet ahead of the installation of a new two-post network rack.
- ○ IT personnel are preparing the telephone service for the new 9th & Marion Fire Station. Pending receipt of necessary hardware, the network creation and cellular to analog phone adapter will be completed.

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- • CSC Update

Police/Pride Parade Issue

- ○ CSC staff has received numerous phone calls, emails, and service requests regarding the police arrest issue. Most communications received have been neither respectful nor courteous. Staff has done an excellent job in remaining neutral and polite when responding.

Contract Expirations on Residential Trash Service:

- ○ The majority of residents who currently utilize private trash collection services have contracts with haulers that will expire in the next month. Staff anticipates mailing over eight hundred letters to these property owners in the near future.

• • **Accounting Update**

- ○ A copy of the completed Maximus 2021 Cost Allocation Plan study has been received. Information requests will be forwarded to appropriate City departments to begin the 2022 cost study once the final external audit report has been received.
- ○ A response was issued to a request by the Department of Justice Grants Financial Management Division to complete a Supplement to the Internal Controls Questionnaire submitted regarding DOJ Award Number 2020-DJ-BX-0233.
- ○ The Accounting Manager performed an internal audit of EHD (Engle-Hambright & Davies, Inc) invoicing as requested by the Health and Safety Coordinator to check for internal errors during the month of January 2023. It was determined that all invoices with the exception of two were paid.
- ○ The Accounting Manager completed an internal audit of Direct Energy (utility supply vendor) invoicing as requested by the Sustainability Manager to check for internal errors between November 2022 and June 5, 2023. It was determined that all invoices with the exception of two were paid.
- ○ The Accounting Manager is working with IT personnel regarding the need for a custom Munis system report, Vouchers Payable General Ledger Trial Balance, to be generated internally in order to eliminate the need for custom reporting service charges from the vendor.

• • **Purchasing Update**

Current Projects

- **PY2024 to PY2028 CDBG ESG and HOME Environmental Review Record Consultant Services** – The City is soliciting proposals from consulting firms for the preparation of the regulatory required Environmental Review Records for the 2024 to 2028 Community Development Block Grant, HOME Investment Partnerships Program, the Emergency Solutions Grant, and the Section 108 Loan Guarantee Programs. Proposals are due on June 29, 2023. Page 4 of 10

- ○ **Demolition of 1330 Greenwich Street, Reading, PA** - After all debris has been removed, the demolition area shall be inspected by the Engineer and given approval. The fill shall then be installed in 12" compacted layers to the finish grade. Bids are due on July 6, 2023.
- ○ Commodities on behalf of the Wastewater Treatment Plant
- **Sulfur Dioxide Cylinders** – per calendar year approximately 75,000 pounds, more or less, to be supplied in one (1) ton containers. Bids are due on June 20, 2023.
- **Sodium Hydroxide** - for calendar years 2024 and 2025 and will amount to approximately: 20,000 gallons of 25% NaOH shipped in bulk with deliveries being no less than 4,000 gallons OR 20,000 gallons of 25% NaOH shipped in 275-gallon totes if our bulk delivery system were to fail. Bids are due on June 8, 2023.
- **Gaseous Chlorine Cylinders** - per calendar year and will amount to approximately 200,000 pounds, more or less, which will be supplied in one (1) ton containers. Bids are due on July 11, 2023.
- **Sodium Hypochlorite** – for calendar years 2024 and 2025. 150,000 gallons of 12.5% sodium hypochlorite shipped in bulk with deliveries being no less than 4,000 gallons OR 150,000 gallons of 12.5% sodium hypochlorite shipped in 275-gallon totes, if the bulk delivery system were to fail. Bids are due on June 12, 2023.
- • **Project Manager (ERP System) / EnerGov Implementation**
- ○ The Go-live date moved to 8/1 with 9/5 reserved as a potential back up due to recently discovered configuration needs as well as availability of the conversion engineer.
- ○ A third pass of the conversion data completed, and a fourth pass will be necessary due to the number of items requiring attention.
- ○ A quotation has been requested for the following additional dates with the implementation consultant which are not included in the existing contract: 7/11 through 7/13, 8/1 through 8/3, and 9/5 through 9/7.
- ○ The need for refinement of existing forms is anticipated. Due to the time-consuming nature of the task, this is targeted for the summer or fall months.
- ○ The tentative date for announcing the implementation of the EnerGov system to the public is 9/1. Individuals have been identified to provide demonstrations of the various modules.
- • **Advancing Health Literacy (AHL) Grant**
- ○ Team members attended in-person and virtually, the Office of Minority Health Conference in Atlanta, GA held on 6/4 to 6/6.
- ○ A No Cost Extension has been preliminarily approved and receipt of a Notice of Award is pending.
- ○ One hundred printed and bound copies of the organizational toolkit were received from Penn State College of Medicine.
- ○ Health Materials focus groups were completed on 6/03 at Temple of Prayer church and on 6/07 at the YMCA.
- ○ A Misinformation Toolkit has been translated and is ready for print.
- ○ The next steps for organizational partners have been finalized and communicated to the partners.

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- Team members staffed a table at the City's First Friday Event on 6/3 hosted at the GoggleWorks.

Upcoming Events

- June 21- Focus Group Patient Experience Session- BCC 10am-12pm (Spanish)
 - June 22- TENTATIVE- Focus Group Patient Experience Session- 10am-12pm
 - June 23- TENTATIVE- Focus Group Patient Experience Session- 10am-12pm
 - June 30- Powerful Women Event at The Salvation Army
- Capital Projects

Projects Status Updates

- 8th & Court Fire Station Boiler System – Under construction by Blanski Energy Services. A potential conflict with structural damages has been identified for which engineering reports estimate a \$48,000 construction cost. Funds may need to be re-worked from the station improvements budget.
 - Egelman's Dam – ESC drill was completed. Bog turtle hazards have been identified.
 - 800rd block Courtyard – Remobilization expected to occur the week of 6/12. Thirty days have been added to the schedule as well as a change order in the amount of \$81,000.00.
 - Mineral Springs Hotel – Demolition expected to begin the week of 6/5. The contractor has been unresponsive during the past week.
 - Property Sales – Two additional proposals are pending; however, involved firms have been unresponsive.
 - Reading Public Library HVAC – A potential cost splitting opportunity with a Shuman property is developing. Lead issues are back in the picture and a change order is pending.

ONGOING PROJECTS

- Purchasing Office will begin transitioning away from a reliance on PennBid as we pivot to building our own database of contractors and vendors through a new OpenGov Procurement Portal. Anticipated to go live in the beginning of July 2023.



The Fire Department has the following updates:

ACCOMPLISHMENTS

- Spoke with the two female students being assigned to the department as part of the Mayors Summer Youth Program. Both ladies seem highly interested.
 - The first round of the department providing training to an outside agency took place on Wednesday June 14. CPR/AED training provided to all employees of the Santander Performing arts center as well as the arena.

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- ○ Picked up two new Engines on June 16,2023. After training and equipment mounting, they should be in service by mid to late July.
- ○ The second new Medic unit was delivered and will be in service next week.
- ○ Took delivery of a new F150 assigned to our training Lt, it was ordered April 2022.

ONGOING PROJECTS

- ○ 9th and Marion Station – Slow progress. Unknown timeline. Legal is managing the issue.
- ○ HR, DC Glore, and I have all interviewed the candidate for the EVT mechanic position, we found him to be a fit for the position. He is working on one final certification. Once he has that which will be shortly, we will look to offer him the position.

DECISION MAKING

- ○ No discipline or grievances.
- ○ Reached an agreement with the union as far as our recall procedures to help minimize the times that individuals, primarily paramedics are being ordered back in to work. So far it has helped out a bit.

INCIDENTS / CHALLENGES

- ○ Had an additional FF/EMT retire earlier than expected.
- ○ Looking at ideas to potentially hire additional Paramedics only to help fill gaps we currently have. Which stands at 11 on the EMS side.

➤LIBRARY:

The Library has the following updates:

ACCOMPLISHMENTS

- ○ Open House held for our Community Refrigerator located at the Southeast Branch. This is the first Community Refrigerator in Berks County. This will provide residents in need another access point for healthy and free food choices.
- ○ Wi-Fi Hotspots are now available to patrons to check out with a valid library card.
- ○ The Digital Literacy Instructor has iPads and Wi-Fi Hotspots available and is actively working with around twenty-one individuals interested in digital training and the equipment.

ONGOING PROJECTS

- ○ RFP for evaluating our bank were due by Thursday June 14. We will now start the review process.

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DECISION MAKING

- ○ The RPL app broke down about a week ago, and we discovered there is no available fix. We decided to move forward without an app.
- ○ We are exploring the possibilities of keeping the branches open during lunch.

CHALLENGES/OTHER ISSUES

- ○ Being busy while there are vacancies.



The Police Department has the following update:

ACCOMPLISHMENTS

- ○ The Reading Police Department have made arrests in recent shooting, shots fired and robbery incidents.

ONGOING PROJECTS

- ○ MDT Replacement and CI Tablets: Patrol supervisors and specialty unit personnel (MOC, SRO, Penn Street Detail, TLEU) have been issued tablets and their vehicles converted for use. Patrol officers assigned to platoons will start being issued tablets the week of June 19th. Once all of the tablets are issued all patrol vehicles will be converted for use.
- ○ Investigations Office Renovations: New flooring and counters have been installed, and painting was completed in the main investigation office. Officer furniture installation is scheduled for the week of June 19th. Phase 2 of the project (Vice offices) is scheduled to begin July 17th.
- ○ Patrol Vehicle Replacement (CIP Funds): Vehicles are being delivered to the dealer. Vehicles are scheduled to be deployed in September after up-fitting is completed. Deployment is slightly delayed due to radio equipment ordered in January being on backorder.
- ○ Bomb Squad Response Vehicle Replacement: Agenda memo and resolution paperwork are being sent to the City Clerk for approval at the June 26th regular meeting.

DECISION MAKING

- ○ Chief Tornielli reviewed the current private duty hourly fee, consulting with the Managing Director and Finance Director to raise the rate to be in line with current expenses.
- ○ Conditional offers extended to five applicants to start the police academy in July. Agenda memo will be provided to the City Clerk for approval at the June 26th meeting.

CHALLENGES/OTHER ISSUES

- ○ Nothing significant at this time.



The Public Works Department has the following updates:

ACCOMPLISHMENTS

- ○ Solid Waste/ Recycling Division Manager completed and submitted Reading School District (RSD) Recycling Agreement for 2023-2024 to City Council and RSD School Board for approval on 6/5/2023. City Council approved on 6/12/2023.
- ○ Sustainability Manager meetings & events attended: Legacy City calls, Keep Reading Beautiful steering committee, PW Safety training, Urban Ag workgroup, multiple meetings between the Corps Network & others concerning the status of the RCC.

ONGOING PROJECTS

- ○ Solid Waste/ Recycling Division Manager facilitated Republic Services Quarterly Meeting 6/6/2023 at PW Facility to discuss issues and concerns with Republic Management staff.
- ○ Clean City Coordinator Ryan Bradley signed up three (3) new participants in the “Adopt-A-Block” initiative bringing the number to one hundred and thirty-six (136) as of 6/13/2023 Existing “Adopt A Block” groups cleaned up eighteen (18) bags of litter, four (4) bags of yard waste and one (1) bulk item. Ryan also organized and facilitated volunteer Clean-Ups at 5th and Buttonwood, 5th and Washington, Orange, and Cherry St. and Perkiomen Ave. Fifty (50) volunteers cleaned up seventeen (17) bags of litter and sixty-four (64) yard waste bags. Ryan also attended and helped staff “First Friday” on 6/2/2023.
- ○ Clean City Team (City Staff) completed thirty-six (36) clean- up and illegal dumping projects picking up three hundred and nine (309) bags of litter and twenty-three (23) bulk items. Staff picked up fifteen (15) tires and twenty (20) TV’s. Thirteen (13) dead animals removed from the streets, and twenty (20) graffiti abatement projects were completed, and twenty-five (25) illegal signs removed from poles. “Gateway Tuesday” is ongoing as well as extra cleanings at the Pagoda, the overlooks, and City Parks with the summer season ramping up.
- ○ Solid Waste/ Recycling Division Manager met with Matt Cogle of Cogle’s Recycling to discuss “NesPresso” pods recycling program partnership.
- ○ 8th and Court boiler system- under construction- Blanski Energy Services- possible conflict with structural damages identified.
- ○ Egelman’s Dam- ECS drill completed- BOG TURTLE hazard identified- Change order executed.
- ○ 800rd block Courtyard- under construction- 30 days added to schedule and \$81,000 by change order.
- ○ Mineral Springs Hotel- Demo expected to begin week of 6/5- Vendor non-responsive 1 week.
- ○ Property sales-2 additional proposals pending non-responsive firms.
- ○ Reading Public Library HVAC- LEAD is back on the radar- Change order pending.
- ○ WWTP SCADA security testing is occurring at individual terminal locations.
- ○ The pump seals at Schlegel Pool were replaced by the WWTP maintenance team upon the report of leakage. The rebuilt pump had the same issue. Further investigation showed an issue with the shaft which will be addressed first to ensure it resolves the leakage problem.
- ○ Reading Climate Corps: Steering committee met on 6/14 to discuss next steps: updating MOU/Service Agreement w/ PowerCorpsPHL for 2023 cohort, updating budget & program

- schedule, continuing discussions with Berks Connections for managing 2024 program. Requesting agenda inclusion for July 3rd Council strategic planning session.
- ○ Keep Reading Beautiful is progressing through the onboarding process with Keep Pennsylvania Beautiful.
- ○ River Road Extension – The Construction work is complete except for the fencing and possibly repaving of W. Windsor St. We are waiting to see if PennDOT is going to make the contractor do the repaving (due to asphalt testing failure). The ribbon cutting date will be pushed back to sometime in July after Council votes on the Lincoln St. ordinance. The added reimbursement to City at the end of the project estimated to be at least \$500,000.
- ○ 2022 Paving Project – Curb ramp construction is progressing on schedule. Expected completion is August 31, 2023.
- ○ 2023 Paving Project, Contract No. 1 – The Pre-Construction meeting was held on 6/13/23. Ramp design work has already started. Completion date for paving is October 31, 2023. The contractor (Allan Myers) stated this should occur earlier, by end of September.
- ○ 2023 Paving Project, Contract No. 2 - 18W Hancock/E. Wyo Boulevards Paving - Final design is in progress, MTA said it should be ready for bidding in June or early July. This project estimates at \$3.5M. We just added the repair of the failing inlets on Hancock Blvd.
- ○ 18W Liggett Ave/Hancock Blvd. Intersection – Final bid specs and drawings for the Stormwater Improvements phase of this project were submitted to the city today. We will issue the Purchasing Authorization form and schedule the bid. Anticipated start date is August 15, 2023, and completion early this winter.
- ○ 18W Bike Safety Trail Project – The contractor installed the final island for Layer 1 phase. The remaining islands will be constructed under the Liggett Ave. Intersection Project, coming this summer. For Layer 2 (the bike trail), McCormick Taylor has stated the engineering design.
- ○ N Front Street Traffic Signals Upgrade – SSM is coordinating the final details with PennDOT to complete the Final Engineering phase approval. The project is anticipated to bid this summer. PW submitted all the engineering invoices to PennDOT for the Green Light GO reimbursement.
- ○ Buttonwood Gateway Phase 2 – This is the streetscaping phase, which is now in the final design, the consultant (CDR) requires an additional sidewalk survey to add needed detail for the restoration plan. This is an exceedingly difficult part of the project.
- ○ ARLE Downtown Traffic Signal Retiming – The Pre-Construction Meeting was held on 6/14/23. The work has started, and PW is coordinating with IT to determine how the new computers will access the internet. IT strongly advised to not connect to the city network for that.
- ○ Castlewood Street Dedication – PW reviewed the stormwater system report and determined that the system can be accepted by the city if the HOA provides the recommended repairs. Next step is for PW to issue a letter of recommendation and then the PC must approve a Revision to Plan of Record.

CHALLENGES/OTHER ISSUES

- ○ WWTP maintenance continues to have major repair projects deferred until parts can be received. The gravity belt thickener substructure originally scheduled for delivery in March has been delivered in June only to have some pieces fabricated incorrectly. This has only one unit available for service which will need the same rehabilitation completed once it can be removed from service.

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- ○ 19th Ward Pump Station - City staff and the CM team have contacted the property owner about easements required for the force main to continue the property acquisition. The Solicitor is being kept informed as communication has stalled temporarily, and other methods may be required. The kickoff is scheduled for 06/20 and a field meeting occurred with Berks County Parks to introduce the new design team.
- ○ A suspected slug load with polymer was discovered from the 6th and Canal pump station on 06/03. With the anoxic selector zone initiated on 06/01, WWTP staff has been closely monitoring and communicating to stay in compliance.
- ○ The annual whole effluent toxicity testing (WETT) has been scheduled for August. This test uses plant effluent to determine the toxicity to varied species of fish over a given time period.
- ○ Parts finally received for the gravity belt thickener substructure rehabilitation. However, not all the parts were correctly fabricated. The vendor has been contacted to expedite producing the correct parts for the rehabilitation so the other gravity belt thickener can then have the same rehabilitation. In the interim, a detailed operational backup plan is being developed in the event the currently operational unit should fail.
- ○ A meeting occurred with the industry that created compliance issues at the WWTP over the winter holidays. They contacted the City to discuss a planned slug discharge in preparation for maintenance of the facility during a shutdown in early July. After explaining in the new treatment process in detail, they were very understanding and willing to work with the City to avoid being the cause of future upsets.
- ○ A reported sinkhole in the 2100 block of North Front Street investigated, and a sanitary sewer main break repaired as a result.

UPCOMING EVENTS:

- ○ L-CAP Workshops: SE RPL: June 5 & June 10, NE RPL: June 7 & June 17
- ○ Juneteenth w/ NAACP, Elks Lodge: June 17th
- ○ EAC WWTP Tour, June 27, noon (staff/administration/ council welcome)
- ○ EJ Dives Picnic in the Park, July 8th (w/ 18th Wonder)
- ○ Riverzilla: August 12, Riverfront Park

CITY AUDITOR'S REPORT

Monday, June 26, 2023

Real Estate Transfer Tax - Update from 1/1/2019 to 05/31/2023

For the current year, six million was budgeted for the Real Estate Transfer Tax revenue line item. As of May 31, 2023, \$3,107,482.39, or 52% of the total revenue budgeted was recorded for this revenue line item. During the first five months of this year, about \$681,000 less in revenue has been collected for Real Estate Transfer Tax compared to the amount recorded during the same period in 2022 (see Table #1). Also, during this period, 957 Real Estate Transfer Tax Transactions were completed, of which 165 were non-taxable and 792 were taxable transactions. (See Table #2). Additionally, \$222,635.00 was recorded for Properties sold for more than half a million dollars threshold (See Table #3) The City receives a 3.5% Real Estate Transfer Tax on the sale value of all taxable real estate transactions.

(See Table #1)

Table #1

Month	2023	2022	12/31/2021	12/31/2020	12/31/2019
January	537,365.84	702,030.86	535,849.04	323,123.52	223,920.68
February	429,825.33	512,582.49	523,300.89	511,220.85	615,116.21
March	734,930.69	954,153.08	1,178,885.61	601,103.82	266,411.11
April	675,249.34	736,240.82	717,308.73	235,765.07	548,506.44
May	730,111.19	883,522.38	447,710.27	157,245.87	441,084.11
June		842,707.71	719,042.39	1,464,932.00	363,997.72
July		793,696.36	752,234.50	437,026.44	359,547.89
August		747,631.78	1,078,840.76	361,892.51	353,006.61
September		654,921.99	678,323.20	501,228.42	350,731.42
October		958,192.93	480,665.62	493,787.54	340,908.53
November		619,275.83	844,193.89	510,649.58	330,855.79
December		512,935.97	837,430.85	993,086.79	457,238.03
Total Revenue	3,107,482.39	8,917,892.20	8,793,785.75	6,591,062.41	4,651,324.54
Total Budgeted	6,000,000.00	5,500,000.00	4,700,000.00	4,200,000.00	3,800,000.00
Over/(Under) Budget	(2,892,517.61)	3,417,892.20	4,093,785.75	2,391,062.41	851,324.54

Table #2

Month	Taxable	Non-Taxable	Total Transactions
January	148	35	183
February	137	33	170
March	202	30	232
April	156	35	191
May	149	32	181
Total	792	165	957

Table #3

Month	Property Address	Sale Price	Rate - 3.5%
January	610 N 5th Street	576,000.00	20,160.00
February	111 S 6th Street	670,000.00	23,450.00
February	1274 Hill Rd	500,000.00	17,500.00
March	1040 Liggett Ave.	900,000.00	31,500.00
April	1630 N 9th St.	2,150,000.00	75,250.00
May	101 N Carroll St.	950,000.00	33,250.00
May	238 S 5th Street	615,000.00	21,525.00
Total		6,361,000.00	222,635.00

Business Privilege Tax/Business Privilege Tax Prior Year – Update as of 05/31/23

In 2023, the General Fund's combined budget for Business Privilege Tax and Business Privilege Tax Prior Year revenue was \$1,870,000. This amount represents an increase of \$80,400 over its 2022 budget amount. Despite the budget increase in 2023 for Business Privilege Tax, as of May 31, 2023, the combined total for these two revenue line items has already generated \$1,564,019.89 or 84% of the total amount budgeted.

The chart below demonstrates the Business Privilege Taxes Budget to Actual for 2023 & 2022

	2023 Budget	05/31/2023	Variance	2022 Budget	12/31/2022	Variance
Business Privilege Tax	1,790,000.00	1,529,875.71	(260,124.29)	1,708,800.00	2,054,432.94	668,832.94
Bus Priv Tax - Prior Year	80,000.00	34,144.18	(45,855.82)	80,800.00	63,497.45	(17,302.55)
Total	1,870,000.00	1,564,019.89	(305,980.11)	1789,600.00	2,117,930.39	651,530.39

Property Tax Revenue – Update as of May 31, 2023

In 2023, within the General Fund, the City budgeted \$25,772,451 for Property Taxes, which includes Property Tax Current, Property Tax Prior, Penalty & Interest, and Discount & Allowance. As of May 2023, the city has already recorded about \$20.4 million, or 79%, of the

total amount budgeted for the entire year. During the fiscal year of 2022, approximately \$26.3 million was collected for this revenue line item within the General Fund.

Property Taxes	2023 Budget	YTD 5/31/2023	Variance	2022 Budget	YTD 12/31/2022	Variance
Discount and Allowance	(384,031.00)	(389,607.70)	(5,576.70)	(383,557.00)	(386,740.93)	(3,183.93)
Property Tax Current	23,041,829.00	19,871,497.53	(3,170,331.47)	23,013,390.00	23,684,513.84	671,123.84
Property Tax Prior	2,379,966.00	823,760.90	(1,556,205.10)	2,349,282.00	2,442,733.62	93,451.62
Penalty and Interest	734,687.00	168,143.02	(566,543.98)	652,568.00	572,371.76	(80,196.24)
Total Property Taxes	25,772,451.00	20,473,793.75	(5,298,657.25)	25,631,683.00	26,312,878.29	681,195.29

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